

## **RESOLUTION NO. 3073**

**WHEREAS**, in accordance with requirements for the American Alliance of Museum's accreditation process, it is necessary that a statement of support by resolution for the Office of Historic Alexandria be received from the parent organization, the Alexandria City Council, expressing a commitment to support the City-owned museums and historic sites, Alexandria Archaeology program, and Archives and Records Management program; and

**WHEREAS**, the Office of Historic Alexandria was established July 1, 1982 as a department within the City of Alexandria to oversee the City-owned museums, assist with the City Archives, develop interpretive programs, and establish a storage facility for artifacts; and

**WHEREAS**, the department showcases the City's centuries of history through its museums and institutions including Alexandria Archaeology Museum, Alexandria Black History Museum, Alexandria History Museum at The Lyceum, Archives and Records Management Center, Fort Ward Museum and Historic Site, Freedom House Museum, Friendship Firehouse Museum, Gadsby's Tavern Museum, and Stabler-Leadbeater Apothecary Museum; and

**WHEREAS**, the department also oversees and manages a variety of other historic sites including the Contrabands and Freedmen Cemetery Memorial, Murry-Dick-Fawcett House, Alexandria Union Station, the African American Heritage Park, Watson Reading Room, the Lloyd House, and the historic cemeteries of the City; and

**WHEREAS**, the Office of Historic Alexandria engages residents and visitors alike at the museums, in the community, and digitally through tours, public programming, social media, exhibits, special events, product development, and outreach; and

**WHEREAS**, the City of Alexandria relies heavily on its historic qualities to attract tourists, businesses, and residents as well as maintain its quality neighborhoods; and

**WHEREAS**, the department is the lead agency managing the Alexandria Community Remembrance Project, a City-wide initiative dedicated to helping Alexandria understand and acknowledge its history of racial terror and work toward creating a more welcoming community bound by equity and inclusion; and

**WHEREAS**, the Office of Historic Alexandria directly contributes to all these efforts, in turn supporting the economic vitality and sustainability of our community through heritage tourism programs, interdepartmental planning assistance, cultural resource management, records management, historic preservation planning activities, restorative justice work; and

**WHEREAS**, the City will continue to invest in its history and encourage preservation to ensure Alexandria's tax base, economic viability, livable neighborhoods, and community.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Alexandria, hereby expresses its commitment of support for the City-owned museums and institutions operated by the Office of Historic Alexandria, and requests that the American

Association of Museums fully support the application of the Office of Historic Alexandria for accreditation of its museum system.

Adopted: May 10, 2022



**JUSTIN M. WILSON MAYOR**

ATTEST:



Gloria A. Sitton, CMC City Clerk

# City of Alexandria | Office of Historic Alexandria

## Five Year Strategic Plan FY 2020-2025

### Mission, Vision, Values, Goals

## City of Alexandria

### Mission

Working together to foster a thriving Alexandria

### Vision

In 2022, Alexandria is a historic, inclusive city of kindness, with distinct, vibrant and safe neighborhoods, a well-managed government, flourishing arts, culture, and recreation, a strong economy, thriving children and youth, active and secure older adults, environmental sustainability, healthy residents of all ages, and multimodal transportation



### Values

- Respect
  - We are open-minded and treat all people with dignity.
- Integrity
  - We are thoughtful stewards of the public's trust.
- Teamwork
  - We do great things together.
- Continuous Improvement
  - We challenge ourselves to learn and grow.

## Office of Historic Alexandria

### Mission

The Office of Historic Alexandria (OHA) preserves and shares Alexandria's past to enrich the present and inspire the future.

### Vision

To infuse Alexandria's rich and complex history into the fabric of the community.



## Values

- Equity
  - Engages in scholarship and research-driven content.
  - Acknowledges that history is complex and embraces dialogue.
- Community
  - Offers compelling and innovative research-driven experiences for both residents and visitors.
  - Builds community by fostering understanding and civic value.
- Collaboration
  - Actively seeks community partnerships and input.
  - Offers resources for community projects, planning, and decisions.

## Goals

**Embrace the diversity of our community, both past and present**  
*We are committed to sharing the diverse stories of our past in meaningful ways  
with our changing community.*

- **Expand Alexandria's African American history interpretation throughout OHA**
  - Implement Fort Ward Interpretive Plan
    - Develop phased approach to funding and implementing interpretive elements. ✓ (April 2019)
    - Coordinate related departments and establish plan for interpretive trail. (Apply for FY25 CIP funding in Fall 2023).
    - Maintain active connections with the descendant community and other stakeholders.
  - Evaluate all OHA public programming to ensure it incorporates and respects the diverse stories of our community
    - Family: Seek new ways to build relationships with the diverse families of Alexandria
    - School:
      - Develop ABHM and Freedom House school program(s)
      - Review and update existing school programs to better share stories of various races, genders, and social class.
      - Organize teacher workshops that highlight local African American history
      - Align with the Commonwealth of Virginia's Commission on African American History Education recommendations.
    - Adult: Evaluate programs, lecture series, and symposiums for content and balance
  - Equip staff and volunteers to better engage a diverse community and share African American history
    - Create training materials that provide information about Alexandria's African American history and its connection to broader themes told across the city.
    - Participate in ACPS Cultural Competency training to bring museum educators and local teachers in line with language using to engage students.



- Schedule Race and Identity training for staff and volunteers that ties into OHA's interpretive work (*February 2020, May 2020, 2021 Core Team work, March 2022*)
- Complete and make available to the public the following on-going projects that highlight Alexandria's African American history
  - Develop walking tours in partnership with the African American Heritage Trails Committee. (*North Trail completed October 2020, South Trail underway*)
  - Finalize the Freedmen Cemetery Archaeology and History reports, making the information available online and in brochure form.
  - Catalogue the Moss Kendrix collection and make it available online. (*Scanning underway with 2021 IMLS grant*)
  - Research the Apothecary's archival collection of manumissions and publish findings.
- **Understand and incorporate community needs in all areas of OHA exhibitions, museum sites, and collections**
  - Continue and expand Oral History program ✓ (*Full time position hired May 2022*)
    - Seek ways to collect oral histories and material culture at community events.
    - Continue to enlist and train volunteers and community members to collect oral histories.
    - Develop a plan to make oral histories more accessible to the public.
  - Develop long-range plan for the Alexandria Black History Museum, with a focus on community needs and access
  - Develop long-range plan for Alexandria's History Museum at The Lyceum
    - Undertake survey of community to determine the future of the museum and space usage
    - Develop a plan to redesign the space based on community input and museum needs
  - Continue to update Alexandria Archaeology Museum's exhibits and infrastructure.
  - Review collections plans to ensure the diversity of Alexandria's history is actively and intentionally collected within the scope of each site.
    - Develop acquisitions committee and department-wide collections plan
- **Establish the Freedom House Museum as a City Museum**
  - Acquire the site ✓ (*March 2020*)
  - Explore membership in the International Coalition for Sites of Conscience ✓ (*Joined March 2020*)
  - Complete Historic Structures Report ✓ (*October 2021*)
  - Develop master plan for various spaces and uses in the historic structure
  - Create fundraising plan and grants based on long-range plan for site
  - Research and create interpretive plan based on new research
    - Establish site within the larger trajectory of the slave trade (domestic and trans-Atlantic) at the local, regional, and national scale.
- **Implement Equal Justice Initiative (EJI) and Community Remembrance Project**
  - Create a timetable for meetings, soil collection, marker, and pillar installation. ✓ (*January 2020*)
  - Hold public meetings and offer programs to foster community engagement

- Apply to EJI to formally start the process to “claim” Alexandria’s lynching pillar ✓ (*November 2021*)
- Install markers at both lynching locations ✓ (*McCoy installed April 2021, Thomas installed August 2021*)
- Hold public remembrance ceremonies to acknowledge Alexandria’s history of racial terror ✓ (*August 2021, April 2022*)
- Work with the EJI to “claim” lynching pillar through required essay contest and soil collection projects
- Offer “pilgrimage” opportunities to Montgomery, AL for the community, with sponsorships. (*Scheduled October 2022*)
- Partner with other city entities/support’s city’s committee to “Equitable Alexandria”

### Instill a sense of place

*We contribute to the unique character that makes Alexandria attractive to residents, visitors, and businesses.*

- **Infuse the City’s redeveloping waterfront with Alexandria’s history**

- Create Waterfront Interpretive Plan
  - Using FY21 CIP funds, hire a firm to create the interpretive plan (*Planned for FY23*)
  - Implement wayfinding signage in new interim waterfront park
  - Develop marketing plan to include social media and city website to share information related to waterfront history and archaeology
  - Complete research to place Alexandria’s early seaport history in the local, national, and international context.
- Develop and continue to implement conservation, study, and preservation and/or exhibition of new archaeological discoveries from the waterfront
  - Carlyle Warehouse (*anticipated return: 2021*)
  - AX229 - Hotel Indigo ship (*anticipated return: 2024*)
  - Three Ships ✓ (*documentation completed: 2021, “ponding” for long term storage May 2022*)
  - Thousands of artifacts from waterfront development locations, encompassing the lives of residents, black and white, free and enslaved

- **Implement Archaeology Protection Code**

- Oversight of code for major city projects, including Waterfront, Fort Ward. and CSO/RiverRenew
- Partner with other departments to anticipate and plan for future development projects
- Revise, update, and implement archaeology standards and policies
  - Collections policy
  - Archaeology standards
  - Disaster plan
  - Field and lab manual



- Digitization/metadata protocols
- **Expand interpretation in publicly accessible areas throughout the City**
  - Continue to create wayfinding interpretive signs throughout the city, including
    - Duke Street corridor signage
    - Civil Rights sites
    - New development and trails
    - Wayfinding signage outside museum sites
    - Parker Gray historic district
    - Arlandria/Del Ray/Rosemont/West End
  - Design and install exhibits at City Hall and Union Station ✓ *(March 2020)*
  - Install plaque at the WWI Monument by Union Station ✓ *(March 2020)*
  - Be intentional about participating in events outside of Old Town
  - Explore pop-up exhibits or traveling exhibits about local history
- **Create a field trip program in partnership with ACPS that provides an equitable field trip experience for all 2<sup>nd</sup> grade students in ACPS.**
  - Establish workgroup of local teachers, with incentives for participation
  - Identify topics/themes 2<sup>nd</sup> grade teachers say they would like additional support in
  - Gather collections items and research related to the classroom content identified by teachers
  - Develop workgroups of ACPS and OHA staff who will create the field trip program
- **Preserve historic structures and landscapes that are under City's care**
  - Work with General Services to create long-term comprehensive plans for care, safety, and maintenance of buildings through CIP process
  - Work with Purchasing to create a list of pre-qualified historic preservation contractors or companies to be used as needed for projects ✓ *(March 2022)*
  - Assist the Historical Restoration and Preservation Commission on easement oversight
  - Complete the 10-year building study and develop action plan for Gadsby's Tavern Complex
  - Establish long-term preservation plan for Murray-Dick-Fawcett House
  - Seek additional resources to survey, study, interpret, and preserve Alexandria's historic African American cemeteries.

**Use history to spark curiosity and reflection**  
*We encourage life-long learning for all ages.*

- **Ensure collections and archival materials are accessible online**
  - Utilize PastPerfect software to make collections available online.
    - Themed and/or site specific
      - Gadsby's Silver ✓ *(July 2020)*



- Carlton Funn Collection ✓ *(July 2020)*
    - Sanabria ✓ *(July 2020)*
    - Black Lives Remembered ✓ *(February 2021)*
    - Parker-Gray School Collection ✓ *(July 2020)*
    - Moss Kendrix Collection
  - Utilize Laserfische software to make archives available online.
    - Apothecary ✓ *(October 2019)*
    - Irwin collection
  - Digitize historic documents that illustrate changes to the city's landscape.
- **Exceed AAM accreditation standards for preserving collections and archival materials for generations to come**
    - Purchase, customize, and migrate archaeological collections data into new software program
    - Work with General Services to secure a new storage facility for the OHA collection, archaeological collection, and City Archives.
    - Continue timely accession and appropriate housing of collections
    - Maintain current inventory of collections
    - Conduct a deaccession survey by 2022 across all sites to ensure all objects adhere to set collecting plans
  - **Contribute to City commemorations and annual events**
    - Black History Month (February)
    - Women's History Month (March)
    - Preservation Month (May)
    - Pride Month (June)
    - 1939 Sit-In with Alexandria Libraries (August)
    - Archaeology Month (October)
    - Virginia Cider Festival (November)
    - City of Alexandria 275<sup>th</sup> Anniversary (July 2024)
    - American Independence 250<sup>th</sup> Anniversary (July 2026)
  - **Begin planning for America250 Anniversary in 2026**
    - Research the early history of Alexandria, particularly the decades around the Revolutionary War.
    - Actively participate in state-wide and regional planning committees
    - Share research with the community through public programming, social media, and printed articles.
      - Establish annual Symposium in partnership with Emerging Rev War to bring latest research to the area ✓ *(Third Annual scheduled for September 2022)*
      - Create an Alexandria 2026 commemoration plan, in collaboration with all Alexandria historic sites and attractions
    - Seek City Supplemental Funding beginning in the FY24 budget
  - **Provide mission-driven experiences for tourists visiting City Museums**

- Develop new tour and training plan at Gadsby's Tavern Museum ✓ (March 2020)
- Develop interpretive plan for the Murray-Dick-Fawcett House
- Finish the ADA Compliance Assessment for the department and create plan for implementation
- Create and evaluate public programming and special events that tie to OHA's mission and provide products for tourism marketing campaigns
- Participate in the AASLH Visitor Counts program
- Rebrand museums for easier identification as City sites and more effective marketing campaigns.

- **Develop programming that fulfills the needs of the local community**

- Develop outreach programming related to new archaeology discoveries
- Build partnerships with community organizations and other city departments who work with the local population
- Evaluate the effectiveness of existing programs in terms of cost recovery and mission-related success as well as community need
- Grow the Junior Docent program
- Streamline volunteer recruitment and training for tours and programs.
- Assess operating hours for current museums for site capacity, staffing, and public need. Make recommendations and implement updated plan.
- Develop a coordinated exhibition schedule at the department's sites and other city venues that reflect OHA's values and goals.

**Uphold and advance OHA as a resource for local history, historic preservation,  
and museum management**

*We share our expertise and skills for the good of the community.*

- **Create a more flexible and dynamic museum system**

- Reorganize OHA using City's Administrative Regulations as guideline
  - Prioritize full time over part time positions
  - Hire a development officer (*funding available July 1, 2022*)
  - Write new position descriptions ✓ (*November 2021*)
- Establish workplans for new staff and divisions
- Establish training procedures for onboarding new staff
- Establish internal promotion opportunities that encourage staff engagement and retention
- Establish ongoing professional development opportunities throughout all levels of the organization.

- **Implement State Regulations for the City's Archives and Records Management Program**

- Follow state code for records management, retention, and disposal.
- Implement City-wide Records Management Training
- Work to secure new location for mandated Archives and Records facility

- **Actively share knowledge, research, and best-practices**

- Establish a communication plan for sharing latest research, collections items, and educational opportunities.
  - Social Media
  - City Website
  - Weekly and monthly newspaper articles to local paper
- Write, publish, and /or present scholarly work on waterfront history, archaeology, and historical research
- Present at local, state, and/or national conferences
- Continue to advise and be recognized as a resource for city staff in other departments
- Offer learning opportunities to City employees
- Be recognized as a valued partner in city festivals and events.

- **Plan and secure diverse long-term funding and resources for sustainability**

- Achieve a sustainable balance of contributed, earned, and public annual operating income.
  - Continue to cultivate museum stores that promote site missions while providing added revenue
  - Operate the rental program that provides added revenue
  - Seek outside grant opportunities to support prioritized initiatives
  - Analyze fee schedule to ensure appropriate balance of access and cost-recovery.
- Seek funding to assist with preservation of city buildings based on priority list
- Work in partnership with Friends Groups to better support OHA's mission and priorities
- Develop departmental list of conservation priorities and funding plan.
  - Ship timbers conservation
  - Friendship Firehouse Pumper ✓ (February 2022)
  - Apothecary window restoration, rear 107 building 2<sup>nd</sup> floor
- Cultivate donor relationships for departmental priorities

#### *Strategic Plan Notes*

This plan was developed in collaboration with OHA's stakeholders in FY2019, for implementation in FY2020. Updated April 2022.

The stakeholders included:

Alexandria Archaeology Commission
Alexandria Association
Alexandria Caen Sister City
Alexandria Historical Restoration and Preservation Commission
Alexandria Historical Society
Alexandria Library, Special Collections Division
Alexandria Sister Cities
Alexandria Visitor Center



Athenaeum
Carlyle House Museum
Christ Church
Fort Ward Stakeholders Group
Friends of Alexandria Archaeology
Friends of Fort Ward
Friendship Firehouse Museum Veterans Association
Gadsby's Tavern Museum Society
George Washington Birthday Celebration Committee
George Washington Masonic Memorial
Historic Alexandria Foundation
Historic Alexandria Resources Commission
Inventor's Hall of Fame
Ivy Hill Cemetery
Lee Fendall House Museum
Mortar and Pestle Society
Northern Virginia Urban League
OHA Volunteers
Old Presbyterian Meeting House
Planning/BAR Staff
Public Records Advisory Commission
Recreation, Parks, & Cultural Activities
Society for the Preservation of Black History
St. Paul's Church
Visit Alexandria
Walking Tour Companies



**CITY OF ALEXANDRIA  
OFFICE OF HISTORIC ALEXANDRIA  
CODE OF ETHICS**

PREFACE

- I. GOVERNANCE
- II. GUIDING PRINCIPLES
- III. STANDARDS OF PERFORMANCE
- IV. COLLECTIONS
- V. PROGRAMS
- VI. DEVELOPING AND MANAGING BUSINESS SUPPORT
- VII. DEVELOPING AND MANAGING INDIVIDUAL DONOR SUPPORT

Attachment #1: Volunteer Code of Ethics

Approved by City Council  
June 28, 2011

Updated April 15, 2022

## OFFICE OF HISTORIC ALEXANDRIA CODE OF ETHICS

### PREFACE

The Office of Historic Alexandria (OHA), a department within the government of the City of Alexandria, consists of the administrative unit and the following nine institutions: Alexandria Archaeology, Alexandria Black History Museum, Archives and Records Management, Fort Ward Museum and Historic Site, 1315 Duke Street (Freedom House Museum), Friendship Firehouse Museum, Gadsby's Tavern Museum, Alexandria History Museum at The Lyceum, and the Stabler-Leadbeater Apothecary Museum. The Alexandria City Council, elected by the citizens of Alexandria, forms the trustee body and acts as the governing authority. All staff report through the Director (department head) to the City Manager, who has been authorized by City Council to perform certain functions of the government. This Code specifically applies to all who work for and on behalf of the Office of Historic Alexandria, including the governing authority, employees within the Office of Historic Alexandria, commission members, and volunteers. The Code is put forth with the intent that the governing authority, staff, commission members, and volunteers carry out their roles and responsibilities legally, ethically, and effectively.

The role of the Office of Historic Alexandria is that of responsible stewardship of resources held in the public trust for the historic City. This responsibility includes the preservation of historic sites, archaeological sites, artifacts and records, and the use of these resources in accordance with professional practices and standards of scholarship.

The goal of the Office of Historic Alexandria is to enhance the quality of Alexandria's urban environment for its residents by building a sense of community identity and continuity; by maintaining the City owned and operated museum system; by acquiring, protecting and preserving historic buildings, archaeological and historic sites, archives, records, collections and artifacts significant to the heritage of the City; by preserving and interpreting the historic cultural diversity of the City; and by supporting artistic expression. These significant contributions promote the City's national and international reputation. People and businesses are drawn to Alexandria as an attractive and historic location in which to live, work, and play.

In order to properly fulfill the mandates of a museum system founded on public trust, it is imperative that all who work for and on behalf of the Office of Historic Alexandria understand, comply with, and be governed by a Code of Ethics. Ethics is a body of moral principles that permits judgments as to what is right and what is wrong in human conduct. This document enumerates the principles to be followed for maintaining public trust. It also establishes that the City of Alexandria and its Office of Historic Alexandria is committed to public accountability and is transparent in its mission and operations.

The staff of the Office of Historic Alexandria are employees of the City of Alexandria and are governed by the *City of Alexandria, Virginia, Employee Handbook* and the Administrative Regulations (AR's) established by the City. Prepared by members of the staff of the Office of



Historic Alexandria, this departmental Code of Ethics enhances these regulations with standards relating to the intellectual and cultural role of the Office of Historic Alexandria. The major sources were codes of ethics of professional organizations to which the staff belong. These include: the American Association of Museums, the American Association for State and Local History, the Society of Professional Archaeologists, the Society of American Archivists. In addition, specific federal statutes were consulted, especially those regulations dealing with the Native American Graves Protection and Repatriation Act (NAGPRA).

As part of the orientation of all new employees, commission members, and volunteers, supervisors and staff liaisons fully discuss the importance of the issues in this Code of Ethics and provide them with a copy of the Code of Ethics.

For the purposes of this document, the word “artifact” refers to historic objects, objects of art or material culture, or materials of archival significance.

## **I. GOVERNANCE**

Through the Office of Historic Alexandria, the City of Alexandria governs historic properties, sites, objects, archives and information in various forms, as a public trust. It protects and enhances collections and programs, as well as their physical, human, and financial resources. It ensures that these resources support the department’s mission, responds to the pluralism of society, and respects the diversity of the national and cultural commonwealth.

Thus, the City of Alexandria ensures that:

1. All those who work for or on behalf of the Office of Historic Alexandria understand and support its mission and public trust responsibilities;
2. Office of Historic Alexandria personnel understand and fulfill their trusteeship and act corporately, not as individuals;
3. The Office of Historic Alexandria’s collections, programs, and its physical, human, and financial resources are protected, maintained, and developed in support of the Office of Historic Alexandria’s mission;
4. The Office of Historic Alexandria is responsive to and represents the interests of the residents of Alexandria;
5. Working relationships among all who work for, or on behalf of, the Office of Historic Alexandria including employees, elected and appointed officials, commission members, and volunteers are based in equity and mutual respect;
6. Professional standards and practices inform and guide Office of Historic Alexandria operations;

7. Office of Historic Alexandria policies are articulated, and prudent oversight is practiced; and
8. Office of Historic Alexandria governance promotes the public good, rather than individual gain.

## **II. GUIDING PRINCIPLES**

OHA's Guiding Principles are directly aligned with those established by the City of Alexandria in 2010:

*Ethical Behavior* – We act ethically by putting the public interest first, communicating openly, and consistently demonstrating professional integrity.

*Innovation* – We are not satisfied with the *status quo*; we value creativity and well-considered risk-taking as means to achieve organizational success.

*Leadership* – We have the courage and energy to step outside the existing culture, to start evolutionary, meaningful and sustainable change by creating new realities and moving people to purposeful action in order to overcome political, bureaucratic and resource barriers.

*Professionalism* – We are capable, lifelong learners, who model the competencies associated with our field, specialty or area of expertise.

*Respect* – We will avoid drama by exhibiting civility, empathy and restraint.

*Responsibility* – We are accountable, take ownership, and are receptive to feedback, whether favorable or unfavorable, in everything we do.

*Teamwork* – We work cooperatively in a collegial and supportive manner to meet common goals.

Grouped by content and delivery, our guiding principles provide the framework and boundaries of the Office of Historic Alexandria administration, institutions and related educational experiences. These experiences will involve archaeology, history or pre-history, historic preservation, public records or archival preservation. The result will be an authentic, creative and imaginative environment for lifelong learners, delivered in an aesthetically pleasing manner.

## **III. STANDARDS OF PERFORMANCE**

Those who work for or on behalf of the Office of Historic Alexandria are entrusted with the historical, archival, cultural, archaeological, and artistic wealth of the City of Alexandria and, respectively, the Commonwealth of Virginia. It is therefore incumbent that those employed in these disciplines comply with local, state, and federal laws, and with applicable international



conventions in carrying out their responsibilities to the community that they serve. They must maintain the highest level of professional integrity in all matters legal and ethical in order to elicit the complete confidence of the public.

Thus, the following Standards of Performance ensure that:

### **Responsibility to the Public**

1. The staff of the Office of Historic Alexandria is committed to providing responsible and professional care for the collections they hold in trust for the City of Alexandria, its citizens, and the public at large. The staff maintains authenticity and accuracy in all research, programming, and promotional matters, and fulfills their trusteeship corporately, not as individuals.
2. The staff of the Office of Historic Alexandria does not knowingly compromise its public trust by acquiring for a personal collection, any artifact relating to the City of Alexandria without first giving the City the option to first acquire the artifact. Staff does not store personal collections on City of Alexandria property or conduct research on personal collections on City time.
3. The staff of the Office of Historic Alexandria supports and complies with the terms of the UNESCO Convention in prohibiting and preventing the illicit import, export, and transfer of ownership of cultural property, and will comply with NAGPRA where applicable. The staff will not compromise the integrity of archaeological resources by excavation, metal detecting or other forms of collecting on archaeological sites for personal gain.
4. The staff of the Office of Historic Alexandria does not knowingly engage in conduct involving dishonesty, fraud, deceit, or misrepresentations regarding any professional matter in which they are involved, nor will the staff knowingly make a false statement. Staff will not give a professional opinion or make a public report without being thoroughly informed. Likewise, staff does not perform appraisals or prepare written authentications for the public.
5. The staff of the Office of Historic Alexandria serves the public in an impartial and fair manner and, insofar as possible, will comply with all reasonable requests for information.
6. The staff of the Office of Historic Alexandria does not use confidential information for personal advantage, nor participate in research that does not comply with appropriate professional standards.
7. As a natural adjunct to the positions they hold, staff of the Office of Historic Alexandria are encouraged to continue to increase their knowledge, levels of understanding, and familiarity with artifacts and their care, in the area of the City's culture for which they are responsible.



## **Responsibilities to Colleagues/Departments/Governing Agencies**

1. Those who work for or on behalf of the activities associated with the Office of Historic Alexandria, understand, are committed to, and support its mission and public trust responsibilities.
2. The staff of the Office of Historic Alexandria is sensitive to and has respect for the legitimate concerns of others.
3. The staff of the Office of Historic Alexandria gives appropriate credit for work done by others.
4. The staff of the Office of Historic Alexandria does not intentionally, falsely, or maliciously injure the reputation of anyone with whom they are associated.
5. Relationships with volunteers and support of organizations are important to the success of the Office of Historic Alexandria. As such, the staff makes every effort to cultivate a broad base of citizen support, recognizing that these relationships are to be based upon a mutual respect, and for the good of the department.
6. Professional activities may require involvement with groups, boards, and commissions within the community. Therefore, staff of the Office of Historic Alexandria recognizes these activities as necessary obligations of their positions that extend beyond normal working hours. When staff participates in these activities in an official capacity, they are compensated.
7. All research, documentation and writing, in any form, obtained or created by an employee with the scope of, or in furtherance of, his or her employment activities, becomes the property of the City, and is retained with the institution of origin in accordance with the Alexandria City Code (Sec. 2-6-10) and the Virginia Public Records Act (Sec. 42.1-66).
8. All staff of the Office of Historic Alexandria authorized to spend funds on behalf of the department should do so with honesty, and with regard only to the best interest of the City of Alexandria. The staff will not accept gifts, favors, loans, or other remuneration from individuals and/or businesses doing business with the City and will be governed by the City's Administrative Regulation in this manner.
9. Staff of the Office of Historic Alexandria will ensure that any fundraising conducted on behalf of the department or specific institution, whether undertaken by staff, an auxiliary organization or volunteers, will be conducted in an honest and forthright manner. All contributions, whether cash or services, should not be solicited with the promise of opportunity or advantage offered to the donor. All contributions must be used for the donor's intended purpose.

10. All outside employment must be approved in advance by the Director of the Office of Historic Alexandria and must meet the requirements of the City's Administrative Regulation on outside employment.
11. Staff members of the Office of Historic Alexandria may not use regular work hours for preparing materials related to employment activities for publication if those materials are to be published for private monetary gain. Staff may not use regular work hours for preparing non-City related materials for publication. For regulations addressing intellectual property and outside employment, staff should refer to AR- 6-1, Section VII, C and E.
12. Fees or honoraria accepted by staff of the Office of Historic Alexandria for lectures, special tours, or writings on employment-related subjects prepared or conducted during regular work hours are deposited into the appropriate City account.
13. Staff members of the Office of Historic Alexandria may expect that their professional judgments will be heard and respected by the Director of the Office of Historic Alexandria, the City Manager, and City Council; and in return for such recognition, the staff members will likewise respect the expressions and decisions of these entities.

#### **IV. COLLECTIONS**

##### **Acquisition of Artifacts**

1. Artifacts accepted and acquired by the Office of Historic Alexandria must meet the conditions stated in the department's Collections Management Policy. The Office of Historic Alexandria recognize the collecting sphere of other organizations within Alexandria.
2. Artifacts in the custody of the Office of Historic Alexandria are cared for in keeping with professional standards and in accordance with the procedures stated in the Office of Historic Alexandria Collections Management Policy.

##### **New Acquisitions**

1. The Office of Historic Alexandria will:
  - a. Rigorously research the provenance of an object prior to acquisition,
  - b. Make a concerted effort to obtain accurate written documentation with respect to the history of the object, including export and import documents, and
  - c. Require sellers, donors, and their representatives to provide all available information and documentation.



2. The Office of Historic Alexandria will comply with all applicable U.S. law, including treaties and international conventions of which the U.S. is a party, governing ownership and title, import and other issues critical to acquisitions decisions.
3. Beyond the requirements of U.S. law, the Office of Historic Alexandria shall not acquire any object that, to the knowledge of the department, has been illegally exported from its country of modern discovery or the country where it was last legally owned. The Office of Historic Alexandria will also require documentation that the object was out of its probable country of modern discovery by November 17, 1970, the date on which the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property was signed.
4. For objects exported from their country of modern discovery after November 17, 1970, the Office of Historic Alexandria will require documentation that the object has been or will be legally exported from its country of modern discovery, and legally imported into the United States.

#### **Unlawful Appropriation of Objects during the Nazi Era**

The Office of Historic Alexandria will take all reasonable steps to resolve the Nazi-era provenance status of objects before acquiring them for the collections of each museum, whether by purchase, gift, bequest, or exchange.

1. Standard research on objects being considered for acquisition should include a request that the sellers, donors, or estate executors offering an object provide as much provenance information as they have available, with particular regard to the Nazi era.
2. Where the Nazi-era provenance is incomplete or uncertain for a proposed acquisition, the Office of Historic Alexandria should consider what additional research would be prudent or necessary to resolve the Nazi-era provenance status of the object before acquiring it. Such research may involve consulting appropriate sources of information, including available records and outside databases that track information concerning unlawfully appropriated objects.
3. In the absence of evidence of unlawful appropriation without subsequent restitution, the Office of Historic Alexandria may proceed with the acquisition. Currently available object and provenance information about any covered object should be made public as soon as practicable after the acquisition.
4. If credible evidence of unlawful appropriation without subsequent restitution is discovered, the Office of Historic Alexandria should notify the donor, seller, or estate executor of the nature of the evidence and should not proceed with acquisition of the object until taking further action to resolve these issues. Depending on the circumstances of the particular case, prudent or necessary actions may include consulting with the City Attorney or other qualified legal counsel and notifying other interested parties of the museum's findings.



5. Under certain circumstances, acquisition of objects with uncertain provenance may reveal further information about the object and may facilitate the possible resolution of its status. In such circumstances, the Office of Historic Alexandria may choose to proceed with the acquisition after determining that it would be lawful, appropriate, and prudent and provided that currently available object and provenance information is made public as soon as practicable after the acquisition.
6. The Office of Historic Alexandria will document research into the Nazi-era provenance of acquisitions.
7. Consistent with current practice in the museum field, the Office of Historic Alexandria will publish, display, or otherwise make accessible recent gifts, bequests, and purchases, thereby making all acquisitions available for further research, examination, and public review and accountability.

### **Existing Collections**

To advance further research, public trust, and accountability, the Office of Historic Alexandria will make available the known ownership history of archaeological material and ancient art in its collections and make serious efforts to allocate time and funding to conduct research on objects where provenance is incomplete or uncertain.

### **Claims**

The Office of Historic Alexandria will respectfully and diligently address ownership claims to antiquities and archaeological material. Each claim, whether based on ethical or legal considerations, will be considered on its own merits.

When appropriate and reasonably practical, the Office of Historic Alexandria will seek to resolve claims through voluntary discussions directly with a claimant or facilitated by a third party.

### **Fiduciary Responsibilities**

Members of the governing authority, staff, and volunteers who participate in the acquisition and management of the collections should be knowledgeable concerning the legal compliance requirements and ethical standards that pertain to antiquities and archaeological materials, as well as the collecting policies and disclosure practices of the Office of Historic Alexandria.

### **Deaccessioning and Disposing of Artifacts**

The following gives special consideration to the issue of deaccessioning. The Office of Historic Alexandria's role as the custodian of artifacts is a public trust inherent in the Department's obligation to preserve and interpret Alexandria's heritage; therefore, any decision regarding the permanence of artifacts in the collections is particularly important.

1. Artifacts in the collections are retained permanently as long as they continue to be relevant and useful to the purposes and activities of the department, and if they can be properly stored, preserved, and used. Deaccessioning of artifacts may be considered only when these conditions no longer prevail.
2. Artifacts selected for possible deaccession undergo a rigorous review the department. Once this review process is complete, the list of artifacts slated for disposal is approved by the Director of the Office of Historic Alexandria and then City Council before final deaccession and disposal procedures are implemented.
3. In considering the alternatives for the disposition of the deaccessioned artifacts, the department insures that:
  - a. The disposition is in the best interests of the department, its constituency, the public trust it represents in owning the collections, and the academic or cultural communities it also represents.
  - b. Preference should be given to retaining material that is pertinent to the historical, cultural, and archaeological heritage of the City of Alexandria, or respectively the Commonwealth of Virginia.
4. First consideration should be given to placing deaccessioned artifacts in other educational institutions where they may better serve the intent of the donor.
5. If artifacts are ultimately offered for sale, the sale should be accomplished through an advertised public auction, or in a manner that will best protect the interests, objectives, and the legal status of the Office of Historic Alexandria and the City of Alexandria. Selection of an auction house will follow the City of Alexandria's purchasing guidelines.
6. Artifacts should not be given or sold directly to City employees, members of the governing authority, City commission members, museum support groups or associations, or friends or family members of Office of Historic Alexandria staff.
7. Funds derived from the disposal of artifacts through sale will be used solely for the advancement of the mission of the department, and will be limited to acquisition, care, or conservation of artifacts in the permanent collection.
8. Before disposal procedures are undertaken for any artifact, all reasonable efforts should be made to ascertain that the artifacts are free from restrictions that would prohibit such a transaction.
9. Where restrictions are found to apply, the department insures that the artifact(s) to which restrictions apply are not disposed of until all reasonable efforts have been made to comply with the applicable conditions. If practicable and reasonable to do so, the department should notify the donor of the intended disposal;



10. The restrictions are observed unless a deviation of terms is authorized by a court of competent jurisdiction;
11. If there is any question as to the intent or force of restrictions, the department should seek the advice of the City Attorney before beginning the deaccessioning process.
12. An adequate record of the conditions and circumstances under which artifacts are deaccessioned and disposed of should be made and retained as part of the institution's collection management records. Records of artifacts that are deaccessioned should include photographs.

### **Public Disclosure**

A written statement of the policy and procedure adopted and followed by the Office of Historic Alexandria with respect to the acquisition and disposition of collection materials may be made available to donors or other responsible persons on request.

### **Truth in Presentation**

It is the responsibility of the staff of the Office of Historic Alexandria to use the artifacts and materials in the City-owned collections for the creation and dissemination of knowledge. Staff must use their best efforts to ensure that exhibits are honest and truthful and are presented with objective expression, especially in the sensitive areas of cultural and social history. Exhibits must provide an honest and meaningful view of the subject, with candor and tact, and ensure that the resulting presentation reflects no personal bias, but one of total objective judgment.

### **Commercial Use of Collections**

Authorization for the manufacture and sale of reproductions of any artifact in City-owned collections must be approved by the Director of the Office of Historic Alexandria. The staff must ensure that all aspects of the process are carried out in a manner that will not discredit the integrity of the department or the intrinsic value of the original artifact. All reproductions must be clearly and permanently marked as such.

### **Borrowing Objects**

1. The Office of Historic Alexandria will:
  - a. Examine the lender's relationship to the department to determine if there are potential conflicts of interest, or an appearance of a conflict, such as in cases where the lender has a formal or informal connection to departmental decision-making.
  - b. Include guidelines and procedures to address such conflicts or the appearance of conflicts or influence. Such guidelines and procedures may require withdrawal from the decision-making process of those with a real or perceived conflict, extra vigilance by decision-makers, disclosure of the conflict, or declining the loan.



## **Lender Involvement**

The Office of Historic Alexandria will maintain intellectual integrity and institutional control over exhibitions. In following its policy, the Office of Historic Alexandria:

1. Will retain full decision-making authority over the content and presentation of the exhibition.
2. May consult with a potential lender, while retaining the full decision-making authority, on objects to be selected from the lender's collection and the significance to be given to those objects in the exhibition.
3. Will make public the source of funding where the lender is also a funder of the exhibition. If the department receives a request for anonymity, the Office of Historic Alexandria will avoid such anonymity where it would conceal a conflict of interest (real or perceived) or raise other ethical issues.

## **V. PROGRAMS**

The Office of Historic Alexandria serves the Alexandria community, and society at large, by advancing an understanding and appreciation of society's cultural resources through exhibition, research, scholarship, publications, and educational activities. Revenue-producing activities build financial resources. These programs further the department's mission and are responsive to the concerns, interests, and needs of society.

Thus, the Office of Historic Alexandria ensures that:

1. Programs support the department's mission and public trust responsibilities;
2. Exhibitions, research, publications, and educational activities are founded on scholarship and marked by intellectual integrity;
3. Exhibitions, research, scholarship, publications, and educational activities reflect the cultural context of subject matter and respect diverse and pluralistic values, traditions, and concerns;
4. Programs take special care not to dilute or ignore historical accuracy and inclusiveness for the sake of public entertainment and popularity;
5. Intellectual freedom is supported and that there is free and open exploration and interpretation of the human experience;
6. Programs do not use museum collections except as specifically allowed within the Collections Management Policy;
7. Programs encourage participation of the widest possible audience consistent with the department's mission, resources, and accessibility;

8. Activities that involve relationships with external entities are compatible with the department's mission and support its public trust responsibilities;
9. Revenue-producing activities are compatible with the departments's mission and support its public trust responsibility with proceeds used solely for the advancement of the department's mission.

## **VI. DEVELOPING AND MANAGING BUSINESS SUPPORT**

The Office of Historic Alexandria recognizes that the soliciting and managing of business support is crucial in support of the department's ability to fulfill its mission.

### **Delineation of Process and Fulfillment of Obligations**

The Office of Historic Alexandria shall outline the process used to make decisions about business support. The responsibilities of the governing body and key staff should be delineated. The Office of Historic Alexandria will ensure that the human and financial resources needed to fulfill its obligations in any museum/business relationship are available.

### **Potential Conflict of Interest**

No individual may use his/her position working for, or on behalf of, the Office of Historic Alexandria for personal gain, or to benefit another at the expense of the department, its mission, its reputation, and the community it serves. The Office of Historic Alexandria will adopt procedures to address business support opportunities in which a member of the museum's governing authority or staff may have an interest. This should be consistent with any existing conflict of interest policy. Such a policy should include an individual's obligation to disclose any interest in the museum/business relationship under consideration. In creating such a policy, the Office of Historic Alexandria will:

1. Require that the individual recuse himself/herself from any discussion and/or action regarding decisions to accept support from a business with which he/she is associated or has an interest.
2. Require that the individual's inclusion in any discussion and/or action regarding any other aspect of the project or program to be supported by that business be disclosed publicly.

### **Exclusions**

The Office of Historic Alexandria will determine whether it will exclude any business or category of business because of the business's products and/or services, taking into consideration the characteristics, values, and attitudes of its community and audience, discipline, and mission. If the Office of Historic Alexandria chooses to make exclusions, it will be prepared to state and justify its policy. In creating a policy of exclusion, the Office of Historic Alexandria will consider:

1. products and/or services provided
2. business practices
3. whether to associate certain exclusions with specific activities (e.g., children's programming)

### **Business Use of Affiliate Institution Names and Logos**

The Office of Historic Alexandria will clearly state the parameters for the use of any of its names and logos. In creating such a policy, the Office of Historic Alexandria will consider:

1. the contexts in which it will permit the use of its names and logos
2. its responsibility to approve all uses of its names and logos
3. specific prohibitions on the use of its names and logos
4. conformity with its policies for protecting intellectual property (e.g., trademark, copyright)

### **Business Promotion of the Affiliate Institution/Business Relationship**

A business may wish to promote its relationship with the Office of Historic Alexandria, or one of its affiliated institutions, in its marketing, advertising, and public relations activities. In creating such a policy, the Office of Historic Alexandria will consider:

1. any limits on the scope of how and extent to which a business may promote its relationship with the Office of Historic Alexandria, or one of its affiliated institutions
2. the responsibility of the department to approve any promotion of a business relationship with the Office of Historic Alexandria, or one of its affiliated institutions

### **Recognition**

The Office of Historic Alexandria will consider the range of recognition it may offer a business supporter. In doing so, it will consider:

1. the general standards for recognizing business support, such as those relating to the use, placement, size, etc., of the business's logos, names, signage, etc.
2. the standards for recognizing business support based on the level of support received

### **Exclusive Arrangements**

The Office of Historic Alexandria will consider whether or not it is willing to enter into a relationship with a business that restricts the Office of Historic Alexandria from receiving support from the business's competitors and/or from using a competitor's products and services.

### **Support from a Vendor**



The Office of Historic Alexandria will ensure that any current or potential relationship between the Office of Historic Alexandria, and a vendor providing goods or services is not contingent upon a contribution from the vendor.

### **Documentation**

The Office of Historic Alexandria will ensure that all business relationships are a matter of record and require that all documents relating to the development of business support be maintained.

### **Application of Policy**

The Office of Historic Alexandria will identify all entities, such as “Friends” groups, that must comply with its policies about business support.

### **Procedures for Documenting Business Support**

The Office of Historic Alexandria will establish procedures for documenting business relationships. Documentation should reflect the nature and complexity of the relationship; some agreements may be documented with standard forms or form letters while others may require contractual agreements or memoranda of understanding. The department will consider developing the following components in its documentation of business support:

1. Scope of the Relationship and Term of the Agreement
2. Forms of and Parameters for Recognition of Business Support
3. Procedures for Approval for the Use and Placement of Each Party's Names and Logos
4. Parameters for Promotion by the Business of the Business Relationship
5. Parameters of Any Exclusivity – An agreement should clearly define the category, scope, and term of the exclusivity.
6. Procedures for Terminating the Agreement

The Office of Historic Alexandria will include a provision for canceling an agreement. Grounds for canceling an agreement may include:

- a. engagement of a business in an activity that is counter to the department's policy and mission
  - b. changes in the ownership of a business or changes in its products and services that is not consistent with the department's mission, standards, values, and reputation or is not in the best interest of the community the department serves
  - c. inability of either party to carry out its responsibilities as outlined in the agreement, due to unforeseen circumstances
7. Signature Page (including date and approval by legal counsel, if required)

## **Legal, Tax, and Accounting Issues**

The Office of Historic Alexandria will be familiar with applicable legal, tax, and accounting principles before engaging in a business relationship. The department will seek appropriate legal, tax, and accounting advice, as needed, when developing and managing business relationships.

1. Legal – The Office of Historic Alexandria shall be aware of and comply with applicable state and local laws as well as the body of general legal principles regarding solicitation, acceptance, and use of business support, including contributions. Particular areas of attention include contract law and laws regulating charitable contributions.
2. Tax – The Office of Historic Alexandria shall be aware of and comply with applicable federal, state, and local tax laws. The department will pay particular attention to IRS corporate sponsorship regulations. The department will be aware that the structure of its business relationships might determine the taxability of the resulting income. Appropriate tax reporting of exempt and taxable income is mandatory. The department will also be aware of special tax rules that prohibit individuals or businesses from inappropriately benefiting from an business relationship, as well as the general tax rules governing charitable contributions and business support.
3. Accounting – The Office of Historic Alexandria will comply with generally accepted accounting principles relating to accounting and crediting of revenue, including contributions.
4. Public Accountability – The Office of Historic Alexandria will respond to all public and media inquiries about its support from business, including allegations of unethical behavior, with a prompt, full, and frank discussion of the issue, the department's actions, and the rationale for such actions.

The Office of Historic Alexandria will avoid agreeing to requests for anonymity where such anonymity conceals a conflict of interest, real or perceived, or raises other ethical concerns.

## **VII. DEVELOPING AND MANAGING INDIVIDUAL DONOR SUPPORT**

The Office of Historic Alexandria recognizes that soliciting and managing of individual donor support is crucial in support to the department's ability to fulfill its mission.

### **Delineation of Process and Fulfillment of Obligations**

The Office of Historic Alexandria will outline the process used to make decisions about individual donor support. Such decisions include, but are not limited, to solicitation, gift acceptance, fulfillment, recognition, and public inquiry. The responsibilities of the governing body and staff should be delineated. The department will ensure that it has the necessary human and financial resources for fulfilling its obligations in any donor relationship.

### **Potential Conflict of Interest**



No individual working for the Office of Historic Alexandria may use their position in the governing authority, department for personal gain or to benefit another at the expense of the Office of Historic Alexandria, its mission, its reputation, and the community it serves.

The Office of Historic Alexandria will adopt procedures to address individual donor support opportunities in which a member of the governing authority or Office of Historic Alexandria staff may have an interest. This should be consistent with any existing conflict-of-interest policy. Such a policy should include an individual's obligation to disclose any interest in the donor relationship under consideration. Such disclosure does not preclude or imply ethical impropriety. In creating such a policy, the Office of Historic Alexandria will consider:

1. requiring that the individual recuse themselves from any discussion and/or action regarding decisions to accept support from a donor with whom they are associated or has an interest
2. documenting the individual's role in any other aspect of the project or program supported by that donation

### **Donor Communication and Relationships**

The Office of Historic Alexandria will develop clear procedures concerning which staff and/or governing authority members are authorized to make or change agreements with individual donors. In addition, The Office of Historic Alexandria will have a clear policy concerning the level of financial, tax, and legal information it will provide to individual or potential donors, including a policy of recommending that donors consult their own legal and financial advisors.

### **Types of Individual Donor Support OHA will Accept**

The Office of Historic Alexandria will develop a gift acceptance policy outlining the types of support it accepts from individual donors and delineating a process for determining whether or not — from a mission, operational, business, and legal perspective — to accept a gift as offered.

### **Recognition**

The Office of Historic Alexandria will consider the range of recognition it may offer an individual donor. In doing so, it may consider:

1. the general standards for recognizing individual donor support based on the level of support received
2. the standards for recognizing individual donor support, such as those relating to the use, placement, size, etc., of names, signage, etc.

### **Confidentiality**



The Office of Historic Alexandria will ensure that a relationship of trust is established and maintained with its individual donors by respecting the private nature of information about the donor and the donation. In doing so, will consider:

1. developing a system to control access to and handling of donor information
2. balancing the Office of Historic Alexandria's obligation to maintain public accountability with its obligation to protect donors' privacy by outlining what type of information can and cannot be kept confidential
3. collecting only relevant information about donors or potential donors

### **Anonymity**

The Office of Historic Alexandria will determine whether and under what circumstances it will accept anonymous gifts. The department should avoid agreeing to requests for anonymity that conceal a conflict of interest, real or perceived, or raise other ethical concerns.

### **Uncollectable Pledges**

The Office of Historic Alexandria recognizes that instances may arise when donors cannot or do not honor a pledge. In determining the enforceability of a pledge that is not honored, the Office of Historic Alexandria will consider:

1. the legal and accounting implications
2. the overall impact of the gift on the department or affiliated institution
3. the history and previous relationship with the donor
4. the attitude of the community toward the situation

### **Documentation**

The Office of Historic Alexandria will require that all documents relating to the development of individual donor support be maintained and retained in accordance with applicable law and record retention policies.

### **Application of Policy**

The Office of Historic Alexandria will identify all entities, such as "Friends" groups, voluntary organizations, components of a museum system, etc., that must comply with its policies about individual donor support.

### **Procedures for Documenting Individual Donor Support**

The Office of Historic Alexandria will establish procedures for documenting donor relationships. Documentation should reflect the nature and complexity of the relationship; some agreements may be documented with standard forms or form letters while others may require contractual

agreements or memoranda of understanding. The department may consider including the following components in its documentation of individual donor support:

1. Scope of the Relationship and Term of the Agreement – The Office of Historic Alexandria and individual donor should specify the activity(ies) for which the support may be used and whether there are any time limitations to the support.
2. Forms of and Parameters for Recognition – The Office of Historic Alexandria and individual donor should agree on the manner in which the donation will be recognized. All recognition must comply with the department's policy on recognition.
3. Contingencies in Case of Institutional or Programmatic Change – When appropriate, the Office of Historic Alexandria will consider adding a contingency plan to the scope of the support in case of institutional or programmatic changes. These plans are intended to ensure that the support can advance the future mission and goals of the and may specify among other things:
  - a. an acknowledgement that institutional and programmatic change may require that original scope of the support be flexible
  - b. how to make such changes in cases where the donor is deceased, heirs not available, or the estate not active
4. Procedures for Terminating the Agreement – The Office of Historic Alexandria shall consider including a cancellation provision. Grounds for canceling an agreement may include:
  - a. engagement of an individual in an activity that is counter to the department's policy, mission, and good reputation
  - b. inability of either party to carry out its responsibilities as outlined in the agreement, due to unforeseen circumstances
5. Signature Page (including date and approval by legal counsel, if required)

### **Legal, Tax, and Accounting Issues**

The Office of Historic Alexandria will be familiar with applicable legal, tax, and accounting principles before engaging in a donor relationship. The department will seek appropriate legal, tax, and accounting advice, as needed, when developing and managing individual donor relationships.

1. Legal – The Office of Historic Alexandria will be aware of and comply with applicable state and local laws as well as the body of general legal principles regarding solicitation, acceptance, and use of individual donor support. Particular areas of attention include contract law and laws regulating charitable contributions.

2. Tax – The Office of Historic Alexandria will be aware of and comply with applicable federal, state, and local tax laws. The department also will be aware of special tax laws and rules that prohibit individuals from inappropriately benefiting from a contributory or other voluntary support relationship.
3. Accounting – The Office of Historic Alexandria will comply with generally accepted accounting principles relating to accounting and crediting of revenue (including contributions) in accordance with FASB or GASB. In addition, the Office of Historic Alexandria should report fundraising results in a consistent manner, using standards for campaign reporting.
4. Public Accountability – The Office of Historic Alexandria will respond to all public and media inquiries about its support from individual donors, including allegations of unethical behavior, with a prompt, full, and frank discussion of the issue, the department's actions, and the rationale for such actions.



## Attachment #1

### Volunteer Code of Ethics for Office of Historic Alexandria (OHA)

As a Historic Alexandria Volunteer, I agree to:

1. Commit to an inclusive and equitable environment as a public service representative for all guests, volunteers, and staff.
2. Comply fully with instructions given by staff regarding volunteer activities and keep my supervisor fully informed of any changes in my schedule.
3. Contribute to public education by accurately representing the work of OHA.
4. Refrain from accepting private gifts, including tips, as appreciation or compensation for volunteer work.
5. Support conservation and preservation of archaeological and historical resources and collections.
6. Refrain from engaging in any illegal or unethical conduct including buying, selling, exchange of unscientific collection of artifacts.
7. Refrain from acquiring for private use any object which could be construed as a conflict of interest. This includes the personal collection of objects deaccessioned from the museum collection. Any volunteer interested in privately acquiring an object which competes with the museum's collection policy must first offer that object to OHA.
8. Refrain from participating in any excavation that is not authorized and supervised by professionally qualified archaeologists and institutions.
9. Acknowledge that all research, documentation, photographs, and other intellectual property related to the historic site and the museum collection which have been gathered by volunteers becomes the property of OHA.
10. Not use OHA resources including research projects, access to collections, or program content to benefit a paid or volunteer position with another organization.

*Office of Historic Alexandria (OHA) reserves the right to dismiss any volunteer who does not follow the above Code of Ethics.*

I agree to abide by the Office of Historic Alexandria's Volunteer Code of Ethics.

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Printed Name

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Signature

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Date



**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 19<sup>th</sup> and 20<sup>th</sup> 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 20<sup>th</sup>-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 20<sup>th</sup>-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 18<sup>th</sup> 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 18<sup>th</sup>-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 18<sup>th</sup> century and early 19<sup>th</sup> 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 18<sup>th</sup>-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 18<sup>th</sup>-century Alexandria history; and
5. The 19<sup>th</sup> and 20<sup>th</sup>-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 18<sup>th</sup>-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.*

## Alexandria Archaeology Museum Collections Policy



Alexandria Archaeology Museum  
Office of Historic Alexandria  
City of Alexandria, Virginia

August 1985  
Revised August 1988  
Revised August 1993  
Revised June 2006  
Revised July 2016  
Revised January 2021  
Revised April 2022

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## **Introduction**

The City of Alexandria has created and supports an ongoing effort to discover, protect, and preserve the unique character and heritage of the city, through the museums and programs that make up the Office of Historic Alexandria (OHA). In these activities, the city is supported by the interest and efforts of its residents. Each City program has established, with the assistance of its resident advisors and supporters, its goals and objectives and the role of a collection in meeting these.

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.

Alexandria Archaeology is a municipal institution, owned and operated by the City of Alexandria, Virginia as a division of the OHA. The Museum is the central archaeological repository for Alexandria, managing over two million artifacts and supporting documentation collected from over 230 archaeological excavated across the city. The collection is held in public trust, to be preserved and protected as a resource and legacy for future generations of Alexandria residents and visitors.

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.

## Mission, Vision, and History

### *Mission Statement*

The Alexandria Archaeology Museum is dedicated to preserving and studying Alexandria's rich archaeological heritage and fostering within residents and visitors a connection between the past and present while inspiring a sense of stewardship and adventure.

### *Vision*

The city of Alexandria is built upon its past. The ground beneath modern Alexandria is a record of this past and contains an array of archaeological sites, features, and artifacts. The Museum is charged with the preservation, study, and interpretation of this archaeological heritage.

Alexandria Archaeology is a significant research center and a national leader in community archaeology. The division's museum, library, research materials, and collection are an important resource for the public, students, professional archaeologists, scholars, and City staff. The Alexandria Archaeology Museum promotes archaeology in Alexandria through exhibitions, digital presentations, social media, public programs, publications, professional engagement, and volunteer activities. Alexandria Archaeology is responsible for museum programming, preservation planning, and code enforcement as well as the identification, investigation, interpretation, and the curation of sites spanning the city's history and prehistory.

### *History*

Alexandria Archaeology's collection, that would have otherwise been lost to development, is due to community efforts to protect and recover the city's buried heritage, dating back to the 1960s. Much of the collection is the direct result of the City of Alexandria's Archaeological Protection Code adopted by City Council in 1989. The Code, incorporated into the City's Zoning Ordinance in 1992, requires that applicants work with City archaeologists to evaluate and sometimes excavate archaeological resources before ground disturbance on construction projects. Beyond the requirements of the Code, City archaeologists also partner with homeowners, realtors, and neighborhood groups to search for, study, and share our rich buried history. Alexandria Archaeology staff offers preservation assistance before renovation or new construction takes place. ***Alexandria's Archaeological Standards*** provide guidance on how to meet the City's archaeological preservation requirements set forth in Section 11-411 of the City of Alexandria, Virginia, Zoning Ordinance. These guidelines extend to how collections are processed, cared for, and documented to be acceptable for accession.

The museum is supported by the Alexandria Archaeological Commission (since 1975) and the

Friends of Alexandria Archaeology (since 1986). The Alexandria Archaeology Museum was established in 1984 to promote the preservation, study, and interpretation of archaeological resources within the city of Alexandria for the residents of the city and surrounding communities and for visitors from across the country and abroad as well as educational institutions. It was accredited as part of the OHA museum system by The American Alliance of Museums (AAM) in the Fall of 2012.

## **Statement of Authority**

Alexandria Archaeology is 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.

The primary responsibility for the daily application of the policies and procedures set out in this document lies with the staff of Alexandria Archaeology. The collections policies will be administered by the staff member designated as the Collections Manager. Decisions regarding accessions and loans will be made jointly by the City Archaeologist and Collections Manager. All donations are formally accepted by City Council or as delegated to the City Manager.

## **Scope of Collections**

The research and collection goals of Alexandria Archaeology are centered upon the investigation, interpretation, and preservation of historic and prehistoric sites within the current city limits of Alexandria and their related documentation and artifacts. Alexandria Archaeology is responsible for the curation of archaeological materials that the City holds in title or trust. These materials, because of their important research value for the City and for the field of archaeology, will be preserved and protected in perpetuity as a resource and legacy for future generations.

Alexandria Archaeology is the official repository for all archaeological materials collected within the current City limits of Alexandria. Artifacts, faunal remains, ecofacts and soil samples, and all associated documentation which comprise the collection are acquired primarily through survey and excavation conducted by contract archaeologists working within the bounds of the Code and by the staff of Alexandria Archaeology. Donations will ordinarily consist of artifacts and associated documentation collected by cultural resource management archaeologists, research institutions, or by Alexandria Archaeology staff as part of their official duties.



Donations of artifacts resulting from chance finds or other excavation activities within the current City limits of Alexandria will be carefully considered by staff for their archaeological merit including relevance and importance to the history of Alexandria as well as the degree and quality of the collection and any associated documentation. Materials of historic interest but without archaeological context are best collected by other divisions within the OHA.

The City recognizes the importance of context for archaeological materials and will thus maintain and preserve in perpetuity physical and digital field notes, catalogues, research data, images, reports, and other supporting materials along with the artifact collections. Recognizing that technology changes rapidly, Alexandria Archaeology and the City will forward migrate digital assets as needed and as resources allow, ensuring they are readable and accessible in the future.

## **Ethics**

Adhering to the highest ethical standards allows the Museum to fulfill its mission and continue holding collections in the public trust. Alexandria Archaeology staff and volunteers will maintain the highest ethical standards of the Archaeology and Museum professions as outlined by the Register of Professional Archaeologists (RPA) and the American Alliance of Museums (AAM). Copies of the RPA Code and Standards and the AAM's "Code of Ethics for Museums" are provided to all staff members. Volunteers will be subject to the same rules of conduct as professional staff and are required to sign an agreement abstracted from the RPA Code and Standards.

### **Institutional Ethics**

Alexandria Archaeology staff and volunteers will abide by Code of Ethics (2011) established by the OHA and the City of Alexandria, Virginia. 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. No employee or volunteer of Alexandria Archaeology shall make or expand personal collections of artifacts derived from archaeological contexts. 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 Alexandria Archaeology collection.
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 established security practices. Upon approval of the Collections Manager or City Archaeologist, 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.

**Authentication:** Identification and authentication of artifacts may be given for scientific or educational purposes, but not when there is reason to believe that such information will be used for commercial purposes. When staff members identify or authenticate artifacts, Alexandria Archaeology is not responsible for the accuracy of these determinations.

### **Archaeological Ethics**

Archaeology is a profession, and the privilege of professional practice requires professional morality and professional responsibility, as well as professional competence, on the part of each



practitioner. Alexandria Archaeology staff and volunteers abide by the RPA Code of Conduct and Standards of Research Performance. The Code of Conduct outlines the archaeologist's responsibility to the public, colleagues, employees, students, employers, and clients. The Standards of Research Performance outlines the archaeologist's responsibility to the archaeological record.

Alexandria Archaeology abides by all current legal provisions outlined in federal, state, and local regulations regarding archaeological research and repositories. Federal standards for curation and collections management as outlined in 36CFR part 79, *Curation of Federally Owned and Administered Archaeological Collections* state that a repository has the capability to provide adequate long-term curatorial services based on professional museum and archival practices.

## **Risk Management**

### **Insurance**

Alexandria Archaeology's accessioned collections are irreplaceable parts of the City's history, with significant research and educational value. The collection is insured by Willis Fine Art through the City's Risk Management Division. Collections shipped to Alexandria Archaeology are insured during shipping and transport by the shipper.

### **Disaster Plan**

The Museum in coordination with the Torpedo Factory Art Center maintains a disaster plan for addressing natural and man-made threats to museum staff, volunteers, visitors, and collections. Alexandria Archaeology is also covered by a Continuity of Operations Plan as mandated by the City of Alexandria.

## **Intellectual Property**

Intellectual property, defined as a work or invention that is the result of creativity, gathered or authored by staff members during work hours are the property of Alexandria Archaeology for the City of Alexandria. Works may include, but are not limited to, research notes and articles, documentation, interpretation, and educational programming, or photographs.

Staff are responsible for properly documenting their work so that it is usable by others in the future. This may include saving documents in a shared network location, providing written documentation explaining a work or notes, or including metadata.

## **Photography**

Reproduction of images in any form requires written permission from Alexandria Archaeology. Use of images does not negate Alexandria Archaeology copyright over them or future use of them. Further guidelines can be found in the OHA wide policy.

Photography is welcome at Alexandria Archaeology, sites, and events. In accordance with the Museum's mission, we encourage photography of our publicly viewable collections, exhibit spaces, sites, and events, unless otherwise specified.

Photos taken in the Museum can be used for personal, non-commercial purposes unless a written

request is made and approved by Alexandria Archaeology. unless a Special Request for Photography is submitted.

The Museum does not own copyright of images taken by a non-staff photographer. Whenever images of the Museum or our collections are published, we ask that the photographer identify the Museum as "Image courtesy of Alexandria Archaeology, City of Alexandria, Virginia."

Members of the press/media and public are welcome to take pictures using handheld equipment. If using a tripod or other equipment, please contact the museum for approval.

Artifacts that are not publicly displayed may be available for photography. Qualified researchers or members of the press/media must submit a written request to Alexandria Archaeology.



## **Collections Acquisition**

All donations require approval and acceptance by the Alexandria City Council. This is a devolved responsibility designated to Alexandria Archaeology in the form of the City Archaeologist and Collections Manager.

Alexandria Archaeology does not actively seek out new additions to its collection. As a repository, it collects materials as development and research projects produce new archaeological collections.

## **General Policy**

1. Acquisitions must support furthering the mission and goals of the City's museums and historic sites.
2. Monetary donation may be accepted for supporting Alexandria Archaeology projects, collections, and educational initiatives.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

8. 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.
9. Alexandria Archaeology staff prepares a list of all acquisitions which is annually presented to City Council for formal acceptance into the City's historic collections.

### **Criteria for Acquisition**

To be acceptable for the Alexandria Archaeology Collection, objects or assemblages of objects must meet the following conditions:

1. **Provenience:** Objects must have been discovered in an archaeological context within the current City limits of Alexandria. The actual provenience (location of find) and provenance (how the item was found and its record of ownership) must be made known by the collector or donor to Alexandria Archaeology. Materials will preferably derive from scientifically controlled and recorded excavations.
2. **Title:**
  - a. The donor must have free and clear title to the objects to be transferred to Alexandria Archaeology. Any objects found on private lands remain the property of the landowner until donated to the City. The donor must convey this title and all rights of ownership to the Museum without restrictions.
  - b. Alexandria Archaeology is the proper and lawful repository for any archaeological materials collected from lands to which the City holds title.
  - c. When objects are presented which are not the property of the prospective donor (ex. Construction crew discovering and bringing in artifacts), Alexandria Archaeology may accept temporary custody of said objects and attempt within 30 days to contact the landowner regarding donation or return of the objects. If no landowner is located or is unresponsive, Alexandria Archaeology will follow protocols outlined in the **Temporary Custody Agreement** section for managing unclaimed property.
3. **Documentation:**
  - a. Alexandria Archaeology will issue a receipt for any artifact or collection left at the museum for any purpose (Deed of Gift for donations, an Incoming Loan form for loans, a MOU/MOA for repository items, and a Temporary Custody Receipt for

all other scenarios). These documents will clearly include the owner's contact information and signature over a clear statement of intent.

- b. Collections will be accessioned as a unit consisting of artifacts collected on a site and with all related field notes, catalogues, reports, and other supporting documents.
  - c. The Collections Manager will work with the Code Archaeologist and Museum Technician to file all associated paper and digital files for long term preservation.
  - d. Though not preferable or advised, when certain items from an archaeological assemblage are retained by the original owner, Alexandria Archaeology will make a photographic and written catalogue record of these items.
4. **Special Considerations:** Objects resulting from chance finds, construction activities, or excavations may be accepted based on their archaeological merit after consideration by the City Archaeologist and Collections Manager, when ownership of the object(s) by the potential donor can be ascertained.
5. **Ethical Considerations:** It is not the policy of Alexandria Archaeology to acquire archaeological specimens which it has reason to believe unethically collected, as outlined by the RPA.
6. **Restrictions:** Alexandria Archaeology cannot accept collections on which the donor has placed restrictions.

## Accession Records

Alexandria Archaeology staff shall prepare and preserve records for all accessioned objects, including Deed of Gift and/or loan forms signed by the donor and an Alexandria Archaeology representative, any required permits and right of entry agreements, and Virginia Department of Historic Resources site registration forms. The representative may be the Collections Manager or the City Archaeologist. Accession records may refer to the total assemblage collected from one provenience, in lieu of or prior to the completion of an itemized catalogue. It is understood that certain assemblages will be held for future research and will not be catalogued upon acquisition.

Once in Alexandria Archaeology's custody, the collection is assigned an accession number, which appears on the Deed of Gift and is recorded in the Museum's collections management database. Copies of the Deed of Gift and other associated accession documentation will be filed with the field and analysis documents of the project, in the Accession files in the Collections Manager's office, and scanned to be stored electronically in the departmental file, to be backed-up daily per shared file protocol. The original will be transferred to City Archives. The Museum



will provide a signed copy of the final Deed of Gift and a letter of appreciation to the donor for their records.

### **Temporary Custody Receipt**

City archaeologists may accept artifacts for identification, photography, study, or potential donation by generating a Temporary Custody Receipt signed by the staff member and the owner. This document outlines specific rights and responsibilities pertaining to artifacts left in Alexandria Archaeology's custody. Artifacts left in custody will receive the same professional care provided to the permanent collection, but Alexandria Archeology assumes no additional responsibilities or liabilities in regard to such objects. Every object or collection that is left in the Museum's care for these purposes will have an associated Temporary Custody Agreement that includes the owner's mailing address. It will be the responsibility of the accepting staff member, in consultation with the Collections Manager, to arrange the return of the artifacts or to obtain the owner's signature on a Deed of Gift or incoming loan form before the end of the agreed period.

Artifacts resulting from Alexandria Archaeology excavations on private property will be accepted in the laboratory when accompanied by a Temporary Custody Receipt. The Receipt and a copy of the Right of Entry agreement will be submitted to the Collections Manager. It will be the responsibility of the field supervisor or project director to negotiate with the landowner and to obtain the landowner's signature on the receipt and, before the expiration of the Receipt, on a Deed of Gift or incoming loan form.

Alexandria Archaeology may, after the specified removal date listed on the Temporary Custody Receipt, request the owner or authorized agent to remove the object(s). If the property is not claimed within 30 days, Alexandria Archaeology may place it in storage or return it, at the owner's risk and expense. If the property has not been claimed after one year of initial notification, it shall become an unrestricted gift to Alexandria Archaeology, in consideration for the care and storage provided. The object(s) will then be the legal property of Alexandria Archaeology to use as it sees fit.

## **Repository Agreements**

In some cases, Alexandria Archaeology may store, manage, and care for collections belonging to another entity, including those from state and federal lands. The Museum commits to ensure the safe storage and management of these collections in accordance with 36 CFR 79.

Alexandria Archaeology may enter into repository agreements with federal agencies and other public or private entities to manage collections, under the following conditions:

- The collection is in accordance with the Museum's mission, vision, and scope as defined above.
- There are adequate financial resources or a plan to acquire financial resources for the proper management and care of the collection.
- All parties agree on the procedures governing the management, care, access, and use of the collections.

Federal agencies retain ownership of collections obtained from their lands, and deposit artifacts with Alexandria Archaeology through a Memorandum of Agreement (see 36 CFR 79 for an example). A one-time curation fee is assessed for storage of federal collections. Please consult Alexandria Archaeology prior to excavation.

## **Deaccession and Disposal**

Deaccessioning is the formal process of removing an object from a museum's permanent collection or to document the reasons for an involuntary removal. Disposal refers to the way in which an object is removed from the collection. Accessioned collections or artifacts in the facility will be retained permanently if they continue to be relevant and useful to the purposes and activities of Alexandria Archaeology and if they can be properly stored, managed, and used. Deaccessioning or transference of collections or artifacts may be considered when these conditions no longer prevail. 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.

Alexandria Archaeology reserves the right to deaccession objects that no longer fit its mission, for legal reasons, or due to the lack of archaeological integrity of the object(s).

Deaccession must be initiated by the Collections Manager and City Archaeologist, with the approval of the Director of the OHA. Deaccessions require approval by the Alexandria City Council.

### **Redundant Materials, Sampling, and Discard**

Archaeologists recognize the importance of an assemblage over the individual object. Thus, all artifacts and materials will be retained from any proveniences of archaeological significance. Archaeological collections consisting of an entire assemblage of artifacts collected from one site may be accessioned prior to their complete examination, cataloguing and analysis. This policy acknowledges that some redundant classes of artifacts are often included in accessioned collections. These may be sampled and or discarded following guidelines outlined in the **Alexandria Archaeology Standards** and at the discretion of the Collections Manager or Project Director, if done in the field.

### **Process for Deaccession and Disposal**

When deaccessioning collections or artifacts, Alexandria Archaeology will ensure that the manner of disposition is in the best interests of the Museum, the public it serves, the public trust it represents in maintaining the collections, and the scholarly community of which it forms a part.



1. Before deaccessioning any collection or artifact from the facility, reasonable effort will be made to ascertain that Alexandria Archaeology has clear title to do so. Where restrictions as to use or disposition of the collection or artifact under question are found to apply, Alexandria Archaeology shall act as follows:
  - a. Mandatory restrictions shall be strictly observed unless deviation from their terms is authorized by a court of competent jurisdiction.
  - b. If there is any question as to the intent or force of restrictions, Alexandria Archaeology shall seek the advice of legal counsel (City Attorney).
2. Considerations:
  - a. Consideration will be given to returning to the community, state, or nation collections that are part of the historical, cultural, or scientific heritage of the community, state, or nation.
  - b. Consideration will be given to placing the collection or artifacts, through exchange, in another institution wherein they may serve the purpose for which they initially were acquired.
3. Restrictions:
  - a. No gifts shall be made of property held in the public trust.
  - b. No exchanges shall be made with an individual.
  - c. No items will be retained for personal use by any staff member.
  - d. No items will be given or sold to museum staff, volunteers, other City staff, members of the Alexandria Archaeological Commission, City Council, or their representatives.
4. The City Archaeologist in consultation with the Collections Manager will make a written recommendation for deaccessioning to the Director of the Office of Historic Alexandria. This recommendation will discuss the source of the object, estimated market value, justification for deaccessioning, and suggested means of disposal. The Director of OHA must approve the recommendation before the object is deaccessioned.
5. The City Attorney and City Manager are notified of the Museum's intent to deaccession and may be consulted as to the correct policy to follow in disposition of City property.
6. As trustees for the City's historic collections, the City Council must approve the Museum's decision to deaccession.
7. A record of the conditions and circumstances under which collections and artifacts are deaccessioned shall be made and retained as part of the Alexandria Archaeology's Collection Database or pertinent artifact catalogue.
  - a. This will include a full physical description of the object, accession, date of deaccession, and reason for deaccession.
  - b. 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.

- c. Deaccession folders are organized in a deaccession file in order of the objects original accession numbers.
- d. The museum's accession number will be removed from any deaccessioned objects.

### **Acceptable Methods of Disposal**

Artifacts previously accessioned that do not relate to Alexandria or are not from an archaeological context may be transferred to another museum or institution.

- 1. Transfer to other divisions of OHA shall receive priority.
- 2. Transfer to another Alexandria Historic properties, national museums and other museums, universities, and research facilities.
- 3. Destruction of the object in extreme circumstances.
- 4. Professional and ethical museum practices prohibit the following individuals from acquiring deaccessioned objects by means of private sale or as gifts: Museum staff and their relatives; Museum volunteers, members of the Friends of Alexandria Archaeology; members of other City of Alexandria museums; members of the Alexandria Archaeological Commission; and members of the Historic Alexandria Resources Committee.

## **Loan and Borrowing Provisions**

Alexandria Archaeology both borrows and loans artifacts for research or exhibition. Loan agreements typically last one year with the option of renewal. Indefinite or permanent loans are discouraged. Alexandria Archaeology reserves the right to terminate loans at any time before the expiration date with 30 days written notice to the owner or borrower.

### **Outgoing Loans**

Object(s) from the Museum's permanent collection which are borrowed by another museum, historical agency, or other entity for use in a temporary exhibit or are forwarded to a research institution or conservation facility for professional study and treatment are outgoing loans.

Alexandria Archaeology may lend artifacts for the purpose of exhibition or study at the recommendation of a staff member and with approval of the Collections Manager and City Archaeologist. Loans will be made to museums, institutions, or public facilities for the purpose of exhibition when this will not interfere with research or exhibition within the OHA. Loans will be made to institutions or individuals with institutional sponsorship for the purpose of research or education only when such research will directly benefit Alexandria Archaeology or the OHA.

All outgoing loans shall be subject to the following conditions:

1. Borrowers must provide proof of insurance for the full amount specified by Alexandria Archaeology.
2. Borrowers must arrange and pay for all shipping and processing fees and permits in both directions unless otherwise mutually agreed upon. The method of shipment must be agreed upon by both parties. Artifacts must be returned in equivalent or superior packaging to that in which they were received.
3. Artifacts placed on exhibition must be placed in a secure area and with regard to the environmental needs of individual items as specified by Alexandria Archaeology.
4. No artifacts may be altered in any way without the written consent of the Collections Manager. No tape, glue, pins, nails, or other attachments may be used for mounting.
5. Alexandria Archaeology may require that loans be accompanied by a staff member and that unpacking, mounting, dismounting, and repacking be done under supervision of a staff member at the borrower's expense.
6. Proper credit must be given to Alexandria Archaeology in any exhibition or publication of loaned artifacts.
7. An inventory list, copy of the outgoing loan agreement, and list of special packing and care instructions will be prepared by the Alexandria Archaeology Collections Manager.



Copies of this information will be forwarded to the borrowing museum before the object is shipped and will also accompany the shipment.

8. Original outgoing loan documents and correspondence are stored in the outgoing loan file.
9. All loans will be made in accordance with the provisions stated on the Outgoing Loan Form.

## **Incoming Loans**

Objects borrowed by the Museum from an outside source for use in temporary exhibits are defined as incoming loans. Incoming loans may be accepted for the purpose of exhibition or research with the approval of the Collections Manager and City Archaeologist. All incoming loans will be recorded on an Incoming Loan Form, and copies will be retained of any forms required by the lender. Alexandria Archaeology will acknowledge the lender in the exhibit according to the lender's wishes. Loans will be administered and monitored by the Collections Manager.

### **Procedures for Recording and Storing Incoming Loans**

1. 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.
2. 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.
3. A storage location is assigned and prepared for the loan object(s).
4. Loan objects will be stored in appropriate archival conditions and a record of the following information will accompany the material: name of lender; lender's address and phone number; date of loan; loan identification number; identity of object(s). Objects may also be tagged with non-permanent acid free identification labels.
5. 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.

Insurance will be carried by the City of 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. It is the responsibility of the lender to update Alexandria Archaeology in writing (physical or digital) to changes in ownership, mailing address, or other changes in contact information.

Objects will be returned to the lender following the procedures outlined in the Incoming Loan Agreement. Artifacts will be returned to the lender at the address stated unless the City is

notified in writing to the contrary. Alexandria Archaeology will make a note of an object(s) return in its loan records. Objects returned via mail will include a return receipt that should be filled out and returned to Alexandria Archaeology within thirty days of mailing. If this form is not returned within the specified time, the Museum will not be responsible for any loss or damage.

If legal ownership or authority to act on behalf of the legal owner should change, whether by reason of death, sale, insolvency, gift, or otherwise, the new owner or agent, prior to the return of the object(s), may be required to establish a legal right to receive the object(s) by proof satisfactory to the City.

If the lender fails to take possession of the object(s) upon request, or if no special arrangements have been made for the return of the object(s) and the City's written efforts to contact the Lender or Owner at the expiration of the loan period are unsuccessful, the object(s) will be placed in storage at the lender's risk. If attempts to contact the lender are unsuccessful for a period of longer than five years, Alexandria Archaeology will assert claim to the object(s) pursuant to Virginia Civil Code 55-210.37. Alexandria Archaeology will maintain a record of every attempt made to contact the lender in the loan file.



## **Collections Care**

Care of the Museum collection encompasses: proper professional handling of the collection in storage and on exhibit; maintenance of proper storage facilities and conditions; controlled access to the collection and implementation of security procedures which ensure protection of the collection; establishment of a regular inventory system; and assessing and serving the conservation needs of the collection.

All Alexandria Archaeology staff and volunteers are responsible for preserving and protecting collection objects for current and future research and interpretation. The Collections Manager is charged with monitoring the condition of the collection, developing procedures and handling instructions, initiating corrective actions when problems are discovered, and making recommendations for future improvements.

All those who handle artifacts will receive training and/or supervision in the care and handling of collections. Users will receive written lab procedures and artifact handling notes and are expected to be acquainted and comfortable with these instructions prior to working with artifacts.

## **Conservation/Preservation**

Alexandria Archaeology cares for the collection following best practices and standards in accordance with Federal regulation 36 CFR Part 79, *Curation of Federally-Owned and Administered Archaeological Collections*.

Archaeological collections are processed, catalogued, and stored in a manner that facilitates access for research and public interpretation and in line with current professional standards. Copies of associated field and lab notes are located in several places, including one digital version on a City maintained server that is regularly backed up (for more recent projects), one archival paper copy located in the project street files (older projects), and the originals are stored at Archives. Artifacts are stored in polyethylene zip top bags with acid-free labels in Hollinger style archival boxes. Boxes are clearly labeled with their contents, including site number and accession number. When removing objects from storage, staff must complete an orange object removal slip. Specific guidance is found in the *City of Alexandria Archaeological Standards* and in the *Alexandria Archaeology Laboratory Reference Book*. These documents are based on current best practices for archaeological repositories and knowledge amassed in the last 50 years of archaeological research in the city.

Alexandria Archaeology maintains two collections storage facilities, one onsite and one offsite. Both facilities are climate controlled and maintained at industry standard temperature and relative humidity levels. Both spaces are regularly monitored with staff checking environmental conditions, the condition of the collections, and the condition of the infrastructure. Onsite storage is checked nearly every day and off-site storage is checked several times a month by either the Collections Manager or the City Archivist.

The offsite Alexandria Archaeology Storage Facility located in the City Archives building was created in 1990, with assistance from the City of Alexandria, the National Science Foundation, and the Institute of Museum Services. The 1,500 square foot facility is located in a City building just over a mile from the museum and can hold a total of 3,564 boxes. The facility provides the environmental conditions necessary for long-term preservation of these important collections. A dedicated HVAC system maintains stable temperature and relative humidity levels, avoiding fluctuations that could hasten the artifacts' deterioration. The space was designed using stable materials for equipment and packaging that do not "off-gas," or give off harmful fume. The storeroom is also equipped with smoke detectors, a sprinkler system, and a separate security alarm.

Compactor shelving was used to maximize space. This shelving moves on a track, allowing nearly twice as much storage capacity as regular shelving. One pound of pressure can move 900 pounds with this mechanical assist system.

General emergency guidance and instructions for the onsite museum in the Torpedo Factory are covered by the Torpedo Factory Art Center's Emergency Evacuation Procedures (2018). The Museum Disaster Plan for Alexandria Archaeology sets forth more specific instructions and provides the procedures in the event of fire, flooding, natural disasters such as hurricanes or earthquakes, looting, or vandalism. Emergency guidance and instructions for the offsite facility are encompassed by the Archives building procedures.

A Disaster Kit is stored in the Archaeology Museum and at the offsite facility. Additionally, there is one in the OHA's shared off-site collections storage facility. Alexandria Archaeology has three quick response emergency bins: one in the front room of the loft storage space of the museum, one below the docent desk in the museum, and one under the countertop at the offsite storage space. The bins are black with yellow lids and clearly marked.



Twenty-four hour emergency response support can also be provided through the OHA's contract with a professional disaster recovery services firm.

## **Security**

Both archaeological storage facilities are secure spaces with controlled access and electronic security systems. Only Alexandria Archaeology and select other City staff and approved contractors are permitted access to the spaces. All users of these spaces follow written security procedures.

All Museum staff, guided by the City Archaeologist, are responsible for the overall security of the building and the safety of the collection both in storage and on exhibit. The staff works closely with the contract security agencies, ensuring the procedures outlined in the Museum's Operation Manual are strictly followed.

1. All storage and exhibit cases shall be kept locked unless staff is working in the immediate area.
2. All exhibit cases will be inspected on a regular basis.
3. Museum Loft storage will be checked regularly, typically daily.
4. The main floor of the Museum shall not be left open and unattended during open hours.
5. All keys to storage units and exhibit cases are locked in the security lock box. Keys are removed from this box only for the period which they are in use.
6. No unauthorized person(s) shall be allowed free access to the storage area. Workmen, whether City employees or contractors, shall not be allowed in storage areas unless accompanied by a member of the staff.
7. Public access to the collection area or examination of a collection object for historical study must be granted by the City Archaeologist or Collections Manager. The visitor/researcher must be attended by Museum staff when entering limited access areas.
8. No object/materials will be left in an open unattended area.

## **Inventory**

Most artifacts are stored in archival record storage boxes, allowing them to be easily transferred between the museum and storage facility. Each box is assigned a unique record number and entered into the collections management database. Information recorded includes the site and proveniences, a description of the artifacts, storage conditions, conservation needs, and storage location. The artifact catalogue is linked to the box inventory, to track the location of individual



objects. More specific instructions are outlined in the collections care supporting documents.

## **IPM**

Archaeological objects, most of which are non-organic, are not as susceptible to common museum pests as other collections may be. However, Alexandria Archaeology does hold some archaeologically recovered organic material including leather and wood. Both archaeological storage spaces are located within buildings managed by others and thus covered by the pest management strategies of those entities. More specific instructions are outlined in the collections care supporting documents.

## **Objects in Custody**

Objects in custody for any reason other than for a loan, which are governed by other agreements, will be given the same care as objects in Alexandria Archaeology's collection.

## **Access to Collections and Records**

The Alexandria Archaeology Collection is the property of the City of Alexandria and held in public trust. The City encourages study of the Collection and accompanying documentation by responsible scholars and will make every effort to accommodate research requests. Access to the Collection is by appointment only and based on prior written approval from Alexandria Archaeology. Access is subject to restrictions required by the availability of staff to provide adequate supervision and resources. Access may be denied to parts of the Collection put aside for exhibition or for active research by staff members. As is common practice at the federal and state level, records regarding the location of archaeological sites may be restricted to protect surviving sites.

**Scholarly and Professional Access:** Students and scholars requesting access to the collection shall submit a proposal of their planned research project, including collections and data to be examined, objectives, publication information, proposed timetable, and schedule of hours to be spent at Alexandria Archaeology. The City Archaeologist has the authority to allow access to the collection based on the professional qualifications of the individual, the research's support of the Museum's mission, feasibility and merit of the project, the applicability of the collection to the project, and/or the ability to provide adequate staff supervision and resources for the completion of the research. Researchers will submit physical or digital copies of any manuscripts, articles, book chapters, websites, or other media that uses or mentions Alexandria Archaeology collections.

**Public Access:** Public access to the collections and resources of Alexandria Archaeology through exhibition and education programs may be supplemented by individual or group tours by appointment, at the discretion of the City Archaeologist. Members of the public not engaged in approved research will not be permitted to handle artifacts in the collection without the permission of the Collections Manager.

## **Licensing**

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

1. The intended use of the material is approved by the Collections Manager or City Archaeologist.
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:  
Alexandria Archaeology Museum, City of Alexandria
5. The image will remain whole and unaltered, except with special permission.
6. Alexandria Archaeology will receive, gratis, one copy of the publication in which the reproduction appears.



## **Policy Review**

The standard of review and revision of the Field Manual, Disaster Plan, and City of Alexandria Archaeological Standards and Collections Policy shall occur at least every five years or more frequently as necessary.