

National Baseball Hall of Fame and Museum



Collections Management Policy

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Collections Management Policy

STATEMENT OF PURPOSE

Preserving History. Honoring Excellence. Connecting Generations.

The National Baseball Hall of Fame and Museum (“NBHFM”) is an independent, non-profit educational institution dedicated to fostering an appreciation of the historical development of baseball and its impact on national and global culture by collecting, preserving, exhibiting and interpreting its collections for a global audience as well as honoring those who have made outstanding contributions to the National Pastime.

NBHFM's mission is to preserve the sport's history, honor excellence within the game, and make a connection between the generations of people who enjoy baseball. Likewise, the institution functions as three entities under one roof, with a Museum, the Hall of Fame plaque gallery, and a research library. With these parts working together, NBHFM is committed to fulfilling its mission through the following practices:

- Collecting, through donation, baseball objects, works of art, literature, photographs, memorabilia, and related materials which focus on the history of the game over time, its players and those elected to the Hall of Fame.
- Preserving the collections by adhering to professional museum standards with respect to conservation and maintaining a permanent record of holdings through documentation, study, research, cataloging, and publication.
- Exhibiting material in permanent gallery space; organizing on-site changing exhibitions on various themes, with works from NBHFM collections or other sources, working with other individuals or organizations to exhibit loaned material of significance to baseball and providing related research facilities.
- Interpreting objects through its exhibition and education programs to enhance awareness, understanding, and appreciation of the game for a diverse audience.
- Honoring, by enshrinement, those individuals who had exceptional careers, and recognizing others for their significant achievements.

PUBLICATION AND DISTRIBUTION OF THIS POLICY

NBHFM’s Collections Management Policy shall be routinely made available on NBHFM website. In addition, prior to the acquisition of collection items by gift, NBHFM shall provide a copy of NBHFM’s Collections Management Policy to each prospective donor. Each donor and prospective donor is hereby informed of the applicability of N.Y. Education Law 233-aa to NBHFM, its collections, and certain other property in its care.

This policy may be modified at any time and from time to time without prior notice to any third party.

There are no third-party beneficiaries of this policy, and third party shall obtain any rights against NBHFM or any director, officer, employee or volunteer by reason of any statement in this policy.

SCOPE OF COLLECTIONS

NBHFM's multi-dimensional collection contains more than 35,000 objects representing all facets of the game, from its inception to the present. This includes bats, baseballs, uniforms, player equipment, ballpark objects, awards, artwork, textiles, collectibles and assorted memorabilia relating to all aspects of baseball including, but not limited to, Hall of Famers, Major and Minor League players and teams, the All-American Girls Professional Baseball League, the Negro Leagues, stadiums, events, amateur baseball, and international baseball.

Gifts of objects associated with baseball's history are essential to the growth and education potential of NBHFM and are actively sought. Past donations have provided NBHFM with the outstanding collection that has continued to appeal to all generations from varied backgrounds throughout the world. NBHFM acquires appropriate objects for its collection solely through gifts from the general public and amateur and professional baseball organizations.

In 1937, when NBHFM first registered objects as part of a collection, the Abner Doubleday baseball, given by Stephen C. Clark, Sr., was accepted as the first numbered object. From this start grew the collections NBHFM has today. During this time, NBHFM accepted anything that was offered and the public was openly encouraged to help build a collection of objects that would "jump start" a baseball museum. Many of the early holdings were baseballs and mementos from the Centennial of Baseball, held in June 1939 in Cooperstown. Several historic artworks were also made a part of the collection in the 1930's, mostly through the generosity of the Clark family.

In the 1930's and 1940's, as publicity spread concerning NBHFM, numerous items arrived. Officials in baseball were very cooperative in seeing that World Series pins and tickets were given annually, Commissioner Landis' collection of World Series rings were donated, and photographs arrived in large numbers from the various news services and were registered as part of NBHFM's holdings. There seems to have been some organized effort to collect autographed World Series baseballs going back to the earliest years.

159 objects were registered in 1937. This dropped to 16 items the next year, and remained in double digits for most of the 1940's. With the advent of the acceptance of photographs, the numbers jumped dramatically in 1950, with 356 items accessioned. An average of 400-500 objects/photos were accepted each year until the early 1980's when the formation of the Acquisitions Committee caused annual contributions to level off at 300-400 items per year.

The largest years in terms of contributions were 1963, when Edward Mosler made his large baseball collection available to the institution, and 1964 when the *Rochester Times Union*,

Democrat & Chronicle contributed over 1,000 photographs to the collection. Other large collections have been given by the Casey Stengel Estate, the George Weiss Estate, Paul Kerr, and Mrs. Lou Gehrig.

Commencing in 1968, all photographs were accessioned by Library instead of NBHFM, where they were numbered/catalogued under a separate system. Without large numbers of photos coming directly to the NBHFM Registration Department, numbers of acquisitions reached a plateau, and consisted entirely of objects and artworks.

Prior to the formation of the Acquisitions Committee in the early 1980's, each officer used his own discretion to accept objects, based on his interpretation of their worth and exhibition value. In an effort to bring higher standards and connoisseurship to the selection process, the Acquisitions Committee was formed in 1982. It was thought that a number of key staff members should meet periodically to review what was offered so that a consensus could be reached on each object proposed for the collections. Since that time, there has been a consistent effort to go after the dominant teams and players for objects that represent events in today's game, and the result has been an increasingly impressive and large collection of materials.

ACQUISITIONS

Philosophy

Gifts of objects associated with baseball's history are essential to the growth and educational potential of NBHFM. Historically, the great museums of the world have been created through personal generosity. Past donations have provided NBHFM with the outstanding collections that continue to bring joy and enlightenment to succeeding generations. NBHFM welcomes the public's desire to contribute to NBHFM and thank its donors for helping NBHFM tell the story of baseball to fans across the country and around the world.

All objects submitted to NBHFM for acquisition must first be reviewed as to their appropriateness by members of the Acquisitions Committee. The Committee is comprised of ten key staff members of the institution and is chaired by the Director of Collections. A majority vote of the Committee is needed to add objects to the collection.

Criteria for Acquisitions

When reviewing an object for acquisition, the following points are considered:

1. The historic, educational and artistic importance of the piece, relevant to and consistent with the purposes of the activities of NBHFM.
2. Objects must be of museum quality and appropriate to NBHFM's areas of collecting. NBHFM does not collect objects simply to accumulate. Every piece must serve a purpose – from exhibition to education to research/study. Acquisition of aesthetically and technically inferior objects is not encouraged.

3. Duplicate items may or may not be accepted on a case-by-case basis.
4. NBHFM must be able to exhibit, store, protect and preserve objects under conditions that ensure their availability for museum purposes and are in keeping with professionally accepted standards. NBHFM takes its conservation mission seriously and may choose to refuse items that would tax the financial and physical resources of the institution.
5. An object's attribution and authenticity must be documented to a satisfactory level. Title to all objects acquired for the collections must be obtained free and clear without restrictions as to use or future disposition. NBHFM seeks to acquire copyright and all related rights upon acquisition. However, at a minimum NBHFM requires in-house use rights granted (this is defined as anything on display in the Hall and patrons being allowed to view in person or online for research purposes).
6. NBHFM does not promise immediate or permanent display of donations. This decision rests with the curatorial staff and may be determined by exhibition programming, conservation concerns, and changing formats within the institution. Objects may be accepted even though there is no obvious application for its display at that time.

GIFTS DURING LIFETIME

Submitting a Proposed Donation

The Acquisitions Committee meets regularly to consider donations to the collections. Special sessions of the Committee may be called if circumstances warrant them.

To ensure proper documentation, the following information is needed with each proposed donation to the collections: a brief description of the object(s), age and origins, insurance value, the potential donor's full contact information, and all information about the history of the object. For donations of numerous objects, an itemized list of proposed items should be submitted along with the aforementioned information.

NBHFM discourages sending physical objects to NBHFM before there is an initial review of the proposed donation by the Acquisitions Committee and a written request to see the proposed donation in person for a final determination. If this request is made, the object(s) should be sent to NBHFM by the means that the sender prefers, with the proviso that all costs of packing, shipping and insurances while in transit are at the sender's sole cost and expense unless NBHFM expressly agrees otherwise.

When a sender is invited to send objects for review by the Acquisitions Committee, the sender must execute and include along with the objects a Submission Form releasing any and all claims against NBHFM, its directors, officers, employees and agents for any loss or damage related to the object(s) while they are in transit to or from NBHFM or in the care, custody or control of NBHFM, except to the extent of NBHFM's gross negligence or willful misconduct. The Submission Form will also ask the sender to check a box indicating (in the event the object(s) are rejected for the collection) that the object(s) are either to be (1) returned to the sender *or* (2) retained by NBHFM as a *non-collection* gift. This choice will be binding on the sender, but will not obligate NBHF to retain object(s) as a *non-collection* gift. If no box is checked, NBHFM

will assume that the sender wants the object(s) returned if it is not accepted as a gift to NBHFM collections.

The Submission Form will include the URL where this Collections Management Policy, as in effect from time to time, is located.

While an object is being considered for acceptance into NBHFM collections, it will be stored in the locked and environmentally-controlled collections storage area under the care of the Director of Collections. The sender will be notified upon receipt of the object at NBHFM.

Any object sent to NBHFM at its request for a final evaluation will be insured under NBHFM's standard insurance policy while it is on NBHFM premises, subject to customary exclusions, deductibles, and uninsured retention requirements. Any sender wishing to have insurance beyond what is covered by NBHFM policy must obtain such insurance at the sole cost and expense of the sender. In the event of loss of, or damage or destruction to, the sender will not be entitled to any proceeds of insurance unless an object is lost, damaged or destroyed prior to the point at which it becomes a gift to NBHFM.

Accepted Proposed Donations

If a proposed donation is approved for acceptance, NBHFM will prepare and send to the donor a Deed of Gift for signature by the donor. The Deed of Gift, once signed and returned by the donor then countersigned by NBHFM, will establish the transfer of title in and to the donated property.

A copy of the Deed of Gift and a Certificate of Donation will be sent to the donor in as timely a manner as possible after the formal registration of the gift by the Membership department. The donor of an accepted gift is eligible for a Lifetime Pass to NBHFM, unless the donor already possesses one.

Evaluation and Appraisal of Proposed Donations

NBHFM and its staff are prohibited from providing insurance evaluations or appraisals. A "qualified appraisal" by a "qualified appraiser" may be necessary if the donor is seeking a tax deduction. Donors and prospective donors are urged to consult IRS Forms 8283 and 8282 and IRS Publication 526 as well as their own professional advisors about appraisals and all other matters pertaining to gifts to NBHFM. The donor bears sole responsibility for the cost of an appraisal. The acceptance of any object at the donor's appraised value (for example, NBHFM's countersignature on IRS Form 8283) does not constitute or imply endorsement of that value by NBHFM.

Proposed Donations Not Accepted for NBHFM's Collections

Occasionally, NBHFM may request to examine objects but conclude they fall outside the scope of NBHFM collections or are not worthy of the collections for various reasons. In such instances, the decision of the Committee is final.

If the sender has stated on the Submission Form that one or more objects proposed for donation is not to be returned if they are rejected for NBHFM's collections, NBHFM in its discretion may elect to retain the proposed donation item as a *non-collection* gift, in which event NBHFM will notify the sender in writing of this decision. The transmittal of this notice (together with the Submission Form stating that the rejected objects may be retained as a *non-collection* gift) will be sufficient to complete the sender's gift of such objects to NBHFM.

When a *non-collection* gift is accepted, the following alternatives are available to NBHFM (in any sequence NBHFM determines):

1. The property may be used by NBHFM's Education Department in support of its programming needs.
2. The property may be offered to another institution, preferably a 501(c)(3) or other charitable organization, where the property would be more appropriate.
3. The property may be treated by NBHFM as an exhibit object (i.e., for use on a temporary basis in an exhibition) rather than a collection object intended to be kept permanently.
4. The property may be sold at public auction, the net proceeds to be used by NBHFM in its discretion to support its mission.

If sender's Submission Form requests return of objects rejected as collection gifts, NBHFM will ordinarily pay the costs of packing and shipping the items to the sender. However, if the donor wishes the returned item to be insured during return transit, NBHFM will pack the item, subject to the donor paying the costs of shipping and insurance.

BEQUESTS

Bequest Inquiries From Living Persons

People interested in bequeathing to NBHFM objects from their personal collection should contact the Director of Collections with a written inventory and photographs. Once this is received, the bequest information will be reviewed by members of the Collections Department and Curatorial Department. This review will be done based on the photographs and a written detailed inventory. Once objects have been chosen by the representative, a list of said objects will be reviewed by the Acquisitions Committee for final approval.

Bequest Inquiries From Executors

If the potential donor is already deceased, lawyers or estate executors should contact the Director of Collections and follow the same procedure as above. NBHFM will not allow bequeathed material to be deposited at NBHFM without following these initial procedures. If this occurs, the material will be immediately returned to the lawyers or estate executors with correspondence relayed as to the proper procedures which should be taken.

Representation

A representative of NBHFM should ideally be present when the bequeathed items are being packed for shipment to NBHFM. However, there may be instances when a physical site visit is not possible to inspect the proposed bequest items. In these cases, objects will be chosen based only on photographs and descriptions.

Once the objects are shipped to NBHFM and examined in person, the Criteria for Acquisition (see above) will be applied, having due regard for the relationship between the actual condition of the objects and any deterioration or difference relative to the ways the objects appeared in photographs.

Shipment and Expenses

Shipment expenses will be negotiated and agreed upon between NBHFM and the estate prior to shipment to NBHFM. If, for any reason, items are packed and sent to NBHFM in error, estate representatives will be contacted immediately in order to coordinate the return of such items.

PURCHASE OF OBJECTS

NBHFM generally does not pursue objects to purchase in order for its collections. However, purchase of items which eventually are accessioned into the collection does occur occasionally.

Induction Plaques

A bronze plaque is ordered and produced for each new inductee to the National Baseball Hall of Fame for display in the Plaque Gallery at NBHFM. These plaques are purchased by NBHFM and covered by the Collections budget. These plaques are then accessioned into the collection but are not purchased directly by the Collections Department.

Exhibitions

Purchase of objects may occur to strengthen exhibition programs undertaken by NBHFM. In these instances, a separate budget line is built into the overall exhibition budget in order to accommodate these purchases. Again, these objects are not purchased directly by the Collections Department.

Objects that may be necessary to enhance an exhibition are identified by members of the Curatorial Department during the planning process for the exhibit. A list of such objects should be forwarded to the Collections Department so that members of the Collections Department can reference the current collection and ensure that no duplication occurs. This list of objects should then be reviewed by the Acquisitions Committee like any other proposed donation.

INTELLECTUAL PROPERTY

Materials in NBHFM's collections are to be used for display, private study, scholarship, or research in accord with the copyright law of the United States (Title 17, United States Code).

The use of images found in PASTIME and on NBHFM's website may be subject to the U.S. copyright law protection and/or to site license or other rights management terms and conditions. Additionally, the reproduction of some materials may be restricted by rights of privacy and/or publicity. The written permission of the copyright owners is required for distribution, reproduction, or other use of items beyond whatever may be allowed by fair use or other statutory exemptions. Responsibility for determining the legal status of an item and securing any necessary permissions rests with the person or persons desiring to use the item. Any use of these items is made at the user's own risk and said person is liable for any infringement. NBHFM does not provide advice about whether a proposed use would meet the legal standard to be "fair use."

NBHFM is committed to complying with all applicable laws regarding intellectual property. Donors to the collection will be asked to transfer to NBHFM all title and interest, including copyright, trademark and related interest. In instances when the donor does not own the copyright or when the copyright ownership cannot be documented, NBHFM will not grant rights to reproduce objects in NBHFM collections for any purpose, albeit with the recognition that principles of fair use may nonetheless be applicable. Materials created or constructed by NBHFM staff within the scope of the employment are considered property of NBHFM. NBHFM has the right to register for copyright, patent or trademark in respect of such materials and is entitled to receive fees or royalties earned in conjunction with such materials.

Non-flash photography of objects on display by the public is ordinarily allowed by NBHFM. Such photography is intended for private study and non-commercial use only and may not be used for publication without written permission from NBHFM and, if applicable, the copyright owner(s).

CLAIMS

If a claim to property in NBHFM's collection is received, the policy of NBHFM is that the burden of proving the claim rests with the claimant. NBHFM is entitled to the opportunity to investigate the validity of the claim and require that the claimant provide proof of ownership. If NBHFM agrees with the claim, it can simply arrange to turn the property over to the claimant. If there are competing or disputed claims (whether it's between NBHFM and a claimant between or among multiple claims), NBHFM may propose mediation or arbitration to resolve the matter or may in its discretion commence or require the claimants to commence a judicial action to quiet title and determine ownership.

UNCLAIMED AND UNDOCUMENTED PROPERTY

Since 2008, a New York statute, N.Y. Education Law Section 233-aa, has specifically governing the manner in which a museum may establish title to two types of property having an

intrinsically historic, scientific, or culture value: “unclaimed property” and “undocumented property.”

- “Unclaimed property” means property on loan to a museum in regard to which neither the lender nor anyone acting legitimately on the lender’s behalf has contacted the museum for (a) at least ten (10) years from the date of the beginning of the loan (if the loan was for an indefinite or undetermined period) or (b) at least five (5) years after the date on which a loan expired (if the loan was for a definite period).
- “Undocumented property” means property that has been in the possession of a museum for at least ten (10) years and for which the museum cannot determine the lender, donor, or owner by making a good faith and reasonable search for the identity and last known address of the lender, donor or owner from the museum records and other records reasonably available to the museum staff.

NBHFMM acknowledges that it is subject to N.Y. Education Law Section 233-aa and, subject to any contrary agreements between NBHFMM and a lender, may choose to take the actions contemplated by this statute in order to acquire title to unclaimed property or undocumented property to which the statute applies.

It is the responsibility of the lender to maintain communication with NBHFMM and to provide updated contact information. If the lender fails to remain in contact with NBHFMM and to supply relevant contact information, the lender assumes the risks associated with the rights NBHFMM may acquire under N.Y. Education Law Section 233-aa.

INSURANCE

NBHFMM’s collection is insured under a fine arts insurance policy.

Objects are insured for current market value while out on loan and in the custody of a borrower, unless other arrangements between NBHFMM and the borrower are made in a signed contractual agreement. The Director of Collections is responsible for providing up-to-date insurance values for objects in NBHFMM’s collections.

Incoming loans will be insured by NBHFMM at the request of the lender unless the lender waives this requirement in a signed contractual agreement prior to NBHFMM accepting custody of the loaned material.

CARE OF OBJECTS

All objects owned by NBHFM or in its care, custody or control must be handled in accordance with applicable professional standards for the type of property involved.

NBHFM strives to maintain a secure environment for every object owned by it or in its care, custody or control.. The Collections Department will work with various Museum departments to ensure that objects are protected from natural disasters, vandalism, theft, human error, mechanical or operational failure, and deterioration. To ensure the preservation of the objects entrusted to the care of NBHFM:

1. All entrances and exits to spaces that contain collections will be securely locked and alarmed after business hours.
2. Access to keys will be restricted to only those who need them and will be monitored by security staff.
3. NBHFM will use and maintain high quality fire detection, with oversight and guidance from the local fire marshal.
4. Environmental monitoring equipment, including temperature and humidity monitors, will be used to detect any unusual fluctuations.
5. A disaster preparedness plan will be evaluated and revised at least every five years.

DEACCESSIONING

NBHFM recognizes deaccessioning as a necessary and prudent process designed to refine and improve the collections. Deaccessioning is the permanent removal of an accessioned object from the collections. NBHFM has a continuing obligation to review and evaluate the strengths and weaknesses of its existing collections and, in light of each evaluation, to thoughtfully cull the collections as deemed appropriate. This is consistent with the legal responsibilities of those entrusted with collection care and maintenance and the public trust it represents in owning the collections. This deaccession and disposal policy conforms to the guidelines established by the AAM in its Code of Ethics for Museums. All elements of this policy are consistent with contemporary museum standards and practices.

Deaccessioning should occur only when there is a clear and compelling reason. Objects should remain in NBHFM's collections as long as they pertain to the statement of purpose, are useful for NBHFM activities, and can be stored properly. The Board of Directors, as the ultimate stewards of NBHFM's collection, has an obligation and responsibility for the management of NBHFM's collections. Deaccession proposals presented to the Board must relate back to the fundamental purpose and mission statement of NBHFM.

Authority

NBHFM must consult state statutes regarding disposal of assets of a charitable organization. The Board of Directors must consider the ultimate effect of deaccessioning upon the collection as a whole, as the entire collection is dedicated to the public benefit.

Objects in the collection are deaccessioned only upon the written recommendations of the Collections Department, review and acceptance by the Acquisitions Committee and the Vice President of Exhibitions and Collections, and final approval by the Board of Directors.

Establishing Title and Restrictions

NBHFMM may deaccession an object if it holds a clear title to it and there are no applicable restrictions by the donor. NBHFMM will attempt to determine ownership prior to taking action. Should ownership be in question, NBHFMM will seek legal counsel. In addition, the object must have been in the permanent collection for at least two years before it may be considered for deaccessioning.

Where restrictions appear to apply to the use or disposition of an object being considered for disposition, NBHFMM will:

- Obtain advice of legal counsel concerning the construction and binding effect of such terms.
- Observe mandatory restrictions strictly, unless a court of competent jurisdiction authorizes deviation from their terms.

Criteria

Before an object can be considered for deaccessioning, it must fit into one or more of the following categories:

- The object is not relevant to, or consistent with, NBHFMM's statement of purpose or defined scope of the collections.
- The object no longer retains its physical integrity, identity, or authenticity.
- The object is an unnecessary duplicate of others in the collection, more than are required for exhibit or study.
- The object cannot be adequately cared for in a professionally accepted manner.
- The object has little potential for study, exhibition, or the education collection.
- The object was illegally obtained by the donor in violation of state or federal laws.
- The object is not authentic or was acquired on the basis of false information.

Deaccession Approval Procedures

1. The Collections Department completes an initial deaccessioning recommendation form to begin the process. This form will then be submitted to the Acquisitions Committee for review.
2. The Acquisitions Committee will vote on the written recommendations from the Collections Department.
3. When the decision by the Committee is unanimous, the deaccession form signed by the Director of Collections is forwarded to the Vice President of Exhibitions and Collections for action and then to the Board of Directors for final action. Collections records should be updated to reflect the actions taken on the matter, whether or not an object is approved for deaccessioning.

Deaccession Disposal Procedures

NBHFMM should serve the public trust it represents by first attempting to transfer items approved for deaccessioning either to the Education Department (for use in programming and interpretation) or to other tax-exempt organizations. Destruction of objects may be considered if they are in very poor condition or present a hazard.

In rare cases, NBHFMM may wish to consider selling the items at public auction. If the method of disposal is public auction, NBHFMM should place a public advertisement prior to the auction. A news release should be issued explaining the action and designating a spokesperson if desired.

Under no condition should NBHFMM give, exchange, or sell deaccessioned items to any member or immediate family member of staff or the Board of Directors or offer them for sale privately or in NBHFMM shop.

The method of disposal should be discussed at the Committee meeting and forwarded to the Vice President of Exhibitions and Collections with the deaccession form. The means of disposal shall be subject to final determination by the Board of Directors.

As a courtesy, donors of objects to be deaccessioned may be notified by letter of the intent to deaccession and, in the case of objects of *de minimis* value where the donor is not a member or immediate family member of staff or the board of Directors, may be offered back to the donor.

The Collections Department is responsible for removing accession numbers from objects that are deaccessioned. All collection records should be updated to reflect the method and date of disposition.

Proceeds of Deaccessioning

Net proceeds of sale from the sale of deaccessioned objects will be either (1) placed in a restricted fund for the future acquisition of collections objects and the direct care of collections or (2) added to a board-designated endowment, the draw from which will be earmarked for acquisitions and direct care of collections. The Board of Directors will determine the allocation of all deaccessioning proceeds into the two categories described in the preceding sentence.

To be a “direct care” expense, an expense must make an immediate impact on objects that increases or restores their cultural value, thus prolonging their life and usefulness. A “direct care” expense will often be a strategic investment and, as such, something that is outside NBHFMM’s general operating budget. Routine operating costs and regular maintenance costs are not “direct care” expenses. Decisions on whether an expense is a “direct care” expense will be made by [the Vice President of Collections and Exhibitions in consultation with the President].

An annual report will be made to the Board of Directors concerning net amounts received from deaccessioning during the preceding fiscal year and the use of deaccessioning proceeds during that year. This report will contain sufficient detail to enable the Board to assess whether this Policy has been followed, and the Board reserves the right to require the restoration of deaccessioning proceeds insofar as the Board concludes they have been misapplied.

Public Disclosure

A written statement of the policy and procedures adopted and followed by NBHFM with respect to the disposition of collection materials should be prepared and made available to donors on request.

NBHFM should make available the identity and description of collection materials deaccessioned to responsible inquiries. All other facts pertaining to the circumstances of deaccession and disposal should be adequately documented in NBHFM records.

OUTGOING LOANS

Philosophy

NBHFM lends its objects to educate, promote, and advance the game of baseball by tracing the rich history and evolution of the National Pastime.

Criteria

Objects will be loaned from NBHFM to:

- Museums accredited by the American Association of Museums or those which possess like standards.
- Those institutions which employ a professional staff (Director, Curator, Registrar) in the institution or on the project.
- Those non-accredited institutions or parties that meet the terms and conditions set forth in NBHFM loan agreement, and utilize a professional museum curator as a consultant to the project

Initial Loan Requests

Loan requests may initially come to any officer of NBHFM. These loan requests are turned over to the Director of Collections. All loan requests are discussed at the meetings of the Acquisitions Committee. Loans requested from NBHFM are evaluated on an individual basis. If preliminary approval is given to proceed, it is the responsibility of the Collections Department to research the availability of objects requested by the Borrower, their condition, their sustainability to travel, and priority of need at NBHFM during the proposed loan period.

NBHFM will not accept telephone applications. Prospective borrowers must:

- Submit a written proposal to a staff member at NBHFM. This proposal must be received at least three to six months prior to the exhibition opening date.
- The proposal must outline specific objects and/or time periods or a specific theme.
- The length of the exhibition should be greater than three months and no greater than three years, subject to further negotiation.

- A Facilities Report or like document must accompany the proposal. The prospective borrower must provide evidence that it has a secure and environmentally suitable exhibit area.

Collections Department Review

After preliminary approval is granted by the Acquisitions Committee, a member of the Collections Department will compile a listing of appropriate objects. The edited list will be sent to the prospective borrower for perusal and preliminary selection.

Upon return of the list from the prospective borrower indicating the selected object(s), a member of the Collections Department will physically locate the objects for examination. During this phase, any concerns with the condition of the object(s) will be noted.

After the inventory has been returned from the prospective borrower, the list is sent by the Director of Collections to the Curators and Vice President of Collections and Exhibitions for feedback. If the Curatorial Department has plans to exhibit an object within the time frame of the requested loan, NBHFM reserves the right to remove the object from the list of possibilities. Furthermore, NBHFM reserves the right to remove any object from any list of objects under consideration for potential lending at any time until the loan agreement is entered into by the borrower and NBHFM.

A draft of the inventory is drawn up by the Director of Collections. The list is sent to the prospective borrower for final approval. The list indicates those objects that will not be available to travel due to condition concerns or plans for future display at NBHFM, giving the prospective borrower a chance to reevaluate its needs and either accept the changes or try to substitute with a similar object.

- While a prospective borrower may identify paper materials (tickets, baseball cards, scorecards, programs, etc.) it may be interested in borrowing, NBHFM reserves the right to determine whether these objects are stable enough to endure travel and exhibition. When appropriate, scans of sufficient resolution will be provided in place of the physical object if the object is not deemed safe enough to travel.

If a prospective borrower chooses to reevaluate and substitute objects(s), the initial steps are again undertaken to finalize the inventory.

A final draft of the inventory is prepared by the Director of Collections, and the prospective borrower will receive notification regarding the status of the loan. NBHFM's objective is provide this notification within six weeks of the initial request. A loan agreement is sent to the prospective borrower for signature and a certificate of insurance is drawn up by the borrower based on the value figures provided by the Director of Collections.

Fees and Expenses

Each loan will be examined by NBHFM to determine if a loan fee is required.

Guidelines

Loans requested from NBHFM may be declined based on the following guidelines:

- Not enough advance notice
- Appropriate objects not available
- Time of loan period not feasible
- Inadequate exhibit facilities
- Inadequate security
- No museum professionals handling objects
- Unacceptable facilities report
- Exhibit theme and style
- Length of loan period
- Condition of objects requested
- Geographical location of loan

If a loan is denied, a letter of explanation is written by the Registrar and all paperwork is filed.

NBHFM will not lend on a permanent or indefinite basis. For all outgoing loans that have been on loan for a period of one or year or longer, the prospective borrower must submit to NBHFM a written report (with photos) that identifies the borrowed material in the possession of the prospective borrower at the time of said report, includes a description of the condition of the borrowed material at the time of said report, and certifies that the report is based upon a physical inspection of the borrowed material by the prospective borrower at the time said report is prepared. Reports are to be submitted every six months (or more frequently if requested by NBHFM).

For all outgoing loans of a period greater than one year, NBHFM will reevaluate the value set upon the borrowed material each year following the initial request in order to maintain a proper valuation on the borrowed material. This updated figure will be provided to the borrower each year for an updated certificate of insurance to be drawn up and forwarded on to NBHFM.

Credit for Publications and Advertising

NBHFM should receive credit on all exhibit and object labeling, and in any printed material associated with the exhibit. Three copies of the exhibition catalog should be sent to the lending Registrar. Two of those copies will be distributed to the Curator and Librarian respectively. NBHFM reserves the right to offer selected merchandise for sale within the borrower's museum store after negotiating suitable arrangements agreeable to both parties.

Advanced notice and approval from NBHFM's Public Relations Department is required before the borrower may use NBHFM's name or reproduce borrowed material in any publication (print or digital) or on social media.

A borrower's condition reports are to be completed within one week of receipt of the borrowed material. A copy of the reports should be sent within two weeks to NBHFM, along with the receipt that indicates the material was received.

Renewals of Outgoing Loans

Renewals and/or extensions must be requested in writing no later than 60 days prior to the original termination of the loan and will be considered through recommendation by the Director of Collections to the Acquisitions Committee. NBHFM's objective is to notify the borrower of the Committee's decision regarding renewal or extension within two weeks of receipt of the letter of request.

INCOMING LOANS

Philosophy

NBHFM accepts loans from organized baseball and the public to enhance its exhibition program.

Criteria

An authorized representative of the Collections Department, with counsel from the Curatorial Department, will ordinarily act on behalf of NBHFM in all matters relating to loans. All potential loans will be discussed with the Curatorial Department and the Vice President of Exhibitions and Collections, with final approval granted by the authorized representative of the Collections Department.

An authorized representative of the Collections Department is responsible for the following loan criteria:

- Initiation
- Approval
- Processes
- Insurance
- Documentation
- Monitoring of condition
- Reports of loan activity to the administration
- Packing and shipping
- Monitoring loan termination dates

Initial Loan Requests

Loan requests must come in the form of written proposals and may initially come to any staff member of NBHFM. These loan requests are turned over to the Acquisitions Committee. All

loan requests are discussed at the monthly Acquisitions Committee meetings. Loans are evaluated on an individual basis. If preliminary approval is given by a majority vote of the members of the Acquisitions Committee, the Director of Collections will proceed with accepting the loaned material on behalf of NBHFM.

Guidelines

Objects are borrowed from other institutions and individuals for short term exhibition (1 – 3 years) in NBHFM's public galleries with the option by both parties to renew/renege the loan after the maximum three year period. Loans must fill a clear and existing gap in the exhibition program and be of museum quality.

Under special circumstances and on a case-by-case basis, objects that have been loaned to NBHFM can be loaned to other institutions as long as the lender is contacted with all relevant information and gives permission.

Incoming loans should be reviewed with the following in mind:

- The provenance of the object(s)
- The historic value of the object(s)
- The lender should be the rightful owner or a duly authorized agent of the owner
- Co-lender status will not be accepted

Terms and Conditions

NBHFM's objective is to make lenders aware of the following:

- Requirement of a signed Loan Agreement using NBHFM form
- NBHFM's policy regarding insurance
- Issues of transporting the loan to and from NBHFM
- Keeping NBHFM informed of any address changes
- How the objects will be handled and cared for
- Renewals of loans after the initial period
- Loan duration and procedure for the return of loaned material

Authentication

Potential loans are reviewed for authenticity by the Collections Department with input from the Curatorial Department. An individual who wishes to loan an item to NBHFM must submit the following:

- A full description of the object(s)
- An image of the object(s)
- Accompanying documentation and any supporting evidence for review

Clear title to the object(s) must be demonstrated by the lender and appropriate paperwork/images must accompany the object(s). This documentation is reviewed along with the research records

in NBHFM Library and Archive for substantiation. Objects presently in the NHBOFM collection will be used in the comparison process as a reference. The Collections Department will render a decision based on the evidence presented.

CONSERVATION OF PROPERTY ON LOAN

NBHFM shall provide prompt written notice by mail of any known injury to, or loss of, property on loan to NBHFM. The same principle shall also apply if NBHFM concludes there is a need to apply conservation measures to such property. Such notice shall advise the lender of the lender's right, in lieu of the applicable of conservation measures, to terminate the loan, and no later than thirty (30) days after the lender has received the notice, the lender may either (at the lender's own cost and expense) retrieve the property or arrange for the property's isolation and retrieval.

Unless there is a written loan agreement to the contrary, NBHFM may apply conservation measures to property on loan to it without giving formal notice or first obtaining the lender's permission if immediate action is required to protect the property on loan or other property in the us today of NBHFM or if property on loan is a hazard to the health and safety of the public or NBHFM staff, provided that (a) NBHFM is unable to reach the lender at the lender's address or telephone number before the time by which NBHFM determines action is necessary or (b) the lender either (1) does not respond to a request for permission to apply conservation measures within three (3) days of receiving the request or will not agree to the conservation measures NBHFM recommends or (2) fails to terminate the loan and (at the lender's own cost and expense) retrieve the property or arrange for its isolation and retrieval within thirty (30) days of receiving the request. Notwithstanding the foregoing, items (1) and (2) shall not apply if immediate conservation measures are needed to protect the property or to protect the health or safety of the public of NBHFM staff.

LEGAL AND ETHICAL RESPONSIBILITIES

PERSONAL COLLECTING BY STAFF

Philosophy

NBHFM acts as a public trust and abides by high standards of conduct in an ethical environment.

NBHFM's acquisition program is based on the NBHFM mission of furthering the game of baseball through the collection, exhibition, interpretation, and preservation of historic objects from the game. In keeping with this mission, members of NBHFM staff should adhere to accepted professional standards in the area of personal collecting. This Personal Collection

Ethics Policy for staff is in addition to the ethical and conflict of interest rules that govern the NBHFM Board of Directors.

Personal Collecting

The acquisition, maintenance, and management of a personal collection by a staff member is allowed but could create an ethical dilemma. Extreme discretion is required whenever a staff member collects objects similar to those collected by NBHFM.

There should never be any ethical question regarding the personal collecting activities of an employee, particularly if the objects collected by the director or the employee fall within NBHFM's collection categories. By following these guidelines, employees should be able to avoid conflicts of interest and the appearance of a conflict of interest. This will help NBHFM in promoting solid ethical practices.

Employees must be loyal to NBHFM and must put its interests ahead of their personal interests. Activities that conflict with this loyalty or cause staff to favor outside or personal interests over those of their institution must be avoided. Critical areas include personal collecting, dealing, and accepting gifts. Open and frank disclosure of all private holdings and transactions is essential.

The following guidelines apply to NBHFM employees:

1. At the time of employment or soon thereafter, each employee who owns material that is similar to material in NBHFM's collections should provide NBHFM with an inventory of the employee's holdings. This inventory should be updated annually and placed in the employee's personnel file.
2. An employee who wishes to dispose of any collections-related material should communicate this intention in writing to the Collections Department.
3. Staff must never compete with NBHFM in any personal collecting activity and must not purchase objects deaccessioned from NBHFM or trade objects they own for objects from NBHFM's collection.
4. Staff should not store personal collections on NBHFM property, nor should they research or conserve their personal collections on NBHFM time.
5. If a staff member lends an object for an NBHFM exhibition, the loan should be published and identified on wall labels as "anonymous." However, no such loan should be made unless it is approved by the Vice President of Exhibitions and Collections, or by the President (in the case of a loan by the Vice President of Exhibitions and Collections), or by the Board of Directors (in the case of a loan by the President).
6. Employees who negotiate personally with a dealer with whom NBHFM also does business must document their transactions with the dealer and submit copies of invoices to be held on file in the Personnel Department. Staff members should not act as dealers or auctioneers of collections-related material, be employed by a dealer or auction house trading in collection-related material, or own directly or indirectly an interest in a dealing business or auction house trading in collection-related material.
7. The immediate family of a staff member should not engage in transactions on behalf of the employee. Members of the employees' immediate family should refrain from personal transactions that they know or might reasonably infer are in competition with NBHFM.

8. If a personal gift is accepted by an employee from an outside source that also contributes to NBHFM, a record of the transaction must be on file at the institution. Employees should not accept personal discounts or other special terms or conditions from a dealer or auction house if NBHFM also does business with that dealer or auction house.
9. Employees and/or their immediate family members who are artists must not use their position to advance their own work. No personal artwork or craft created by an NBHFM employee or family member may be endorsed by NBHFM or sold on NBHFM premises.

MONITORING COMPLIANCE AND REVISIONS

The Collections Department monitors compliance with the Collections Management Policy and reports lack of compliance to the Vice President of Exhibitions and Collections and the President.

Upon adoption, all staff and members of the Board of Directors will receive a copy of this policy. All new staff and board members will receive a copy of this policy as part of their orientation to the institutions.

The Director of Collections and the Vice President of Exhibitions and Collections will initiate review of the Collections Management Policy by the Board. Review is scheduled to occur once every five years or more frequently if deemed necessary by the Vice President of Exhibitions and Collections, Collections Department staff, or the Board of Trustees.