

Policy:

Receiving Borrowed Photographs and Other Materials for Scanning and Accessioning Digital Images

Date of Implementation: 2/13/2019 TEST: submitted to Exec. Director, *Approved w/modification*  
*Sent to Board 3/19*

Purpose:

SCHS members, representing SCHS, have been borrowing original photographs from owners and scanning them into digital format for perhaps thirty years.

Over the years, several issues have arisen:

1. There was no formal lending process between SCHS and the owner, no documentation to record the owner, to track the owner, or to record the return of original materials to the owner;
2. Digital Images were placed on websites available to the public without formal agreement;
3. Print copies are available to the public for download and purchase from SCHS without formal agreement;
4. Proceeds are used for purposes other than what is publically stated;
5. There was no connection between the Scanned files and cataloged Museum Collections making images difficult to use and information about the images unrecorded
6. Many of these issues leave SCHS vulnerable to litigation

The Objectives of this Policy are:

1. To remove the burden of tracking original ownership and return of materials from the prevue of SCHS individuals and Board Members;
2. To place the documentation of original ownership, lending to a third-party for Scanning, return of original materials, and other documentation consistent with Museum Collections under the oversight of SCHS Museum;
3. To provide formal agreements between owners and SCHS through regular Museum Policies and Procedures;
4. To provide tracking of images and of linking known and further research to the collected images through catalog records
5. To make the images and catalog records easily available to the public and museum staff and reduce time spent seeking images or information
6. To outline how proceeds from sales of images will be used and publically stated
7. Document all issues and remove SCHS from the possibility of litigation

Museums throughout the world are now examining the issues surrounding this type of collecting. We have been focused on collecting tangible artifacts and now face many new questions as we begin to collect what amounts to a file containing zeros and ones, something that can quickly travel from place to place at the touch of a button, and be "owned" and utilized by more than one entity at a time.

As SCHS moves closer toward understanding and meeting Museum Best Practices, we too must answer the lingering questions of accountability, ownership, use, and

availability to the public. Until the writing of this Policy, the SCHS Museum played no part in this process. However, with the use of Collection Management software, Policies and Procedures written to meet Museum Best Practices, and Staff whose purpose is to meet established Policies and Procedures, we have the tools to meet these goals.

Policy:

1. All materials presented to SCHS while the owner retains their ownership are treated as a Loan to SCHS Museum and fall under the Policies and Procedures for processing Incoming Loans.
2. With written consent by Owner, materials may be lent to a third party for the purpose of scanning, collecting, and retaining the Digital Files for SCHS use.
3. All materials sent to a third party scanner are considered an Outgoing Loan. The Loan is recorded in a Formal Outgoing Loan Agreement between SCHS Museum and the third party scanner. Before it is released, the Loan Agreement requires the signature of Lender (SCHS paid Staff) and Borrower, stating purpose and time frame for return of Loan. The Borrower becomes responsible for returning each object listed on the Loan Agreement to SCHS Museum and producing an file containing each image made which is given to the SCHS Museum.
4. The Digital Files are treated as a Donation from the Owner, a Deed of Gift is prepared and signed, then files are Accessioned and Cataloged according to the Digital Image Documentation Procedures
5. Images are assigned Object ID numbers and cataloged by the Curator who then provides the catalog records and original images to the Scanner. The Scanner uses the assigned numbers in identifying the scanned images.
6. Digital Files are “kept” on a designated computer with limited access available to Staff Members. Copies are linked to the corresponding records in Past Perfect or current Collection Management Software, another copy is kept on the Curator’s computer in a file by year and Accession Number.
7. Digital Files are Restricted to Staff oversight since they could be edited by anyone using them.
8. Proceeds from selling printed images are used for \_\_\_\_\_ and is stated on the website as such.