



DATE: March 31, 2025

TO: Sara Knizhnik, Chair
Operations Committee

Agenda Item # 10.5

FROM: Alyssa Firkus
Director of Education

RECOMMENDATION: Recommend Approval of a Resolution Approving an amendment to the Collections Management Policy for the Bess Bower Dunn Museum of Lake County (“Museum”).

STRATEGIC DIRECTIONS SUPPORTED: Communication, Education, and Outreach and Leadership

FINANCIAL DATA: There is no financial impact at this time.

BACKGROUND: The Lake County Forest Preserve District (“District”) owns and operates the Museum. The Museum has achieved the highest national standard of recognition afforded the nation's museums: accreditation by the American Alliance of Museums (“AAM”). Accreditation has been earned by only three percent of the museums in the United States and typically is renewed every ten years.

The Museum first earned accreditation in 1995 and, after an extension, was reaccredited in 2010. The Museum received an additional five-year extension to accommodate the complete renovation and relocation of the facility to the District’s General Offices building in Libertyville. Museum staff has been working on a reaccreditation process since late 2023, with the goal of earning reaccreditation in 2025.

AAM requires each accredited museum to have five essential operating documents approved by its governing board. The documents include the museum’s: Mission and Vision Statement, Collections Management Policy, Strategic Institutional Plan, Institutional Code of Ethics and Business Resumption Plan (the “Operating Documents”). On November 15, 2023, the District’s Board of Commissioners approved a resolution approving Operating Documents for the Museum and authorizing the Executive Director to make any additional changes to certain of the Operating Documents necessary for accreditation or to comply with applicable laws, provided that he notifies the Board of such changes.

Following the AAM site visit in March 2025 and their initial review of the Operating Documents, AAM suggested that the Collections Management Policy add elements outlined in other core documents, such as the Institutional Code of Ethics, to make it a more comprehensive document. The proposed amended Collections Management Policy also includes changes to reflect the final rule for the Native American Graves Protection and Repatriation Act (NAGPRA), that was issued in January 2024.

In addition, this memo serves as notice that the Executive Director also approved the following updates to the Strategic Institutional Plan and Institutional Code of Ethics, which are necessary for AAM reaccreditation:

- Strategic Institutional Plan added the Museum's mission, vision, background/history, core values, planning process, organizational chart, budget and a strategic plan timeline.
- Institutional Code of Ethics: Added reference to the District's Ethics Ordinance (i.e., its Ordinance Regulating Ethical Conduct and Political Activities by Elected Officials and Employees) and outlined how the Museum selects exhibitions and teaches educational programs.

REVIEW BY OTHERS: Executive Director, Exhibitions and Collections Manager, Museum Operations Manager, Chief Operations Office, Director of Finance, Manager of Board Operations, Corporate Counsel.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR APRIL MEETING
APRIL 9, 2025**

MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **OPERATIONS COMMITTEE** presents herewith “a Resolution Approving Amendments to the Collections Management Policy for the Bess Bower Dunn Museum of Lake County,” and requests its approval.

OPERATIONS COMMITTEE:

Date: 3/31/2025 Roll Call Vote: Ayes: _____ Nays: _____
 Voice Vote Majority Ayes; Nays: 0

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**A RESOLUTION APPROVING AMENDMENTS TO THE
COLLECTIONS MANAGEMENT POLICY FOR THE
BESS BOWER DUNN MUSEUM OF LAKE COUNTY**

WHEREAS, the Lake County Forest Preserve District (“District”) owns and operates the Bess Bower Dunn Museum of Lake County (“Museum”); and

WHEREAS, pursuant to Section 8(a) of the Downstate Forest Preserve District Act, 70 ILCS 805/8(a), the District is authorized to adopt all necessary rules and regulations for the management of the property and the conduct of the business of the District; and

WHEREAS, on November 10, 2009, the District approved a Collections Management Policy (the “Collections Management Policy”) for the Museum and has amended the Collections Management Policy from time to time; and

WHEREAS, it is in the best interest of the District to approve an amended Collections Management Policy in substantially the form attached hereto (the “Amended Collections Management Policy”); and

WHEREAS, District approval of the Amended Collections Management Policy is required for continuing accreditation of the Museum through the American Alliance of Museums;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

Section 1. Recitals. The recitals set forth above are incorporated as part of this Resolution by this reference.

Section 2. Approval of Amended Collections Management Policy. The Amended Collections Management Policy, in substantially the forms attached hereto, is hereby approved.

Section 3. Executive Director Authority. The Executive Director is authorized to approve any further amendment to the Amended Collections Management Policy if such amendment is necessary (i) for accreditation under the American Alliance of Museums Accreditation Program or (ii) to bring the Amended Collections Management Policy into compliance with applicable law. The Executive Director shall report any such amendment to the District Board of Commissioners promptly.

Section 4. Repealer. All prior versions of the Collections Management Policy and the provision of any other District resolution (to the extent they are inconsistent with all or any part of this Resolution or the Amended Collections Management Policy) are hereby repealed.

Section 5. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this _____ day of _____, 2025

AYES:

NAYS:

APPROVED this _____ day of _____, 2025

Jessica Vealitzek, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____

COLLECTIONS MANAGEMENT POLICY

BESS BOWER DUNN MUSEUM OF LAKE COUNTY

Approved by the Lake County Forest Preserve District
Board of Commissioners
October 23, 1992
Amended November 10, 2009
Amended October 11, 2016
Amended November 14, 2017
Amended November 15, 2023
[Amended April 9, 2025](#)

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Contents

Section 1: Statement of Purpose	4
Section 2: Collections Policy	5
Scope of Collections.....	5
Description of Collections.....	5
Collecting Objectives.....	7
Acquisition	8
Deaccession	13
Lake County History Archives	17
Loans	18
Collections Stewardship	21
Ethics	22
Public Access.....	25
Section 3: Museum Library	29
Purpose of Museum Library	29
Collection Development Policy.....	31
Periodicals.....	33
Gifts of Materials	34

Section 1: Statement of Purpose

The Bess Bower Dunn Museum of Lake County (“Museum”) operates as part of the Education Department of the Lake County Forest Preserve District (the “District”). The District was established pursuant to the Downstate Forest Preserve District Act, 70 ILCS 805/0.001, *et seq.* and, pursuant to such Act, is authorized to own and operate museums. The Museum was originally established as the “Lake County Historical Museum” by resolution of the Lake County Board of Supervisors in 1965; the Museum officially opened to the public in 1976. In 1976, the County transferred all operational and management responsibilities for the Museum to the District. In 1989, the County conveyed all Museum artifacts and archives to the District.

The Lake County Forest Preserve District’s (the “District”) Bess Bower Dunn Museum of Lake County (the “Museum”) collects, preserves and interprets the material culture of Lake County, Illinois, and provided captivating educational experiences and inspiring exhibitions for the benefit of every Lake County resident.

~~The Museum is a public educational institution devoted to preserving history through its collections and the presentation of inspiring exhibitions. The Museum interprets the people, places and events of Lake County, Illinois through research and programming.~~

As stewards to the collections, held in the public trust for Lake County, IL, the Museum and District adhere to the Institutional Code of Ethics to Governance, Collection/Collecting, Programing, and Exhibitions in order to foster and keep, in perpetuity, an informed appreciation of the diverse human and natural world we have inherited, locally available to its community. The District recognizes its responsibility to plan for the growth, development, care, and use of Museum collections and to protect such collections from loss due to deterioration, mismanagement, or indiscriminate dispersal.

~~The District recognizes that it holds the Museum collections in the public trust and is committed to maintaining professional standards as set forth by the American Alliance of Museums. The District recognizes its responsibility to plan for the growth, development, care, and use of Museum collections and to protect such collections from loss due to deterioration, mismanagement, or indiscriminate dispersal.~~

Section 2: Collections Policy

Scope of Collections

~~A.~~ The Museum collects objects and archival materials representing the cultural, natural and environmental history of Lake County, Illinois, dating from prehistoric times to the present day. The collection includes nearly 20,000 three-dimensional objects and 1,000 linear feet of archival materials – primarily newsprint, paper, books, folios, photo prints, and photo negatives. The museum also holds objects that have a cultural affiliation to Native Americans such as human remains, funerary objects, sacred objects or objects of cultural patrimony. As of 2018 the museum has filed a Notice of Inventory Completion with National NAGPRA Program and has, to the best of its knowledge, repatriated all Native American human remains pursuant to the federal Native American Graves Protection and Repatriation Act (NAGPRA) [Title 43 CFR Part 10]. ~~The Museum collects material culture representing the people, places and events of Lake County, Illinois.~~

~~B.~~ A. The Museum may also develop and maintain collections of historical materials not related to Lake County whose acquisition would significantly enhance the professional standing of the Museum without hindering its mission.

Description of Collections

A. Primary Collections

1. Artifacts. The artifact collections shall be for preservation, scholarly research, and exhibition. The artifacts shall consist of materials having significant historical relevance to Lake County.
2. Lake County History Archives. The Lake County History Archives includes bound volumes, photographs, postcards, manuscripts, diaries, maps, and related material documenting Lake County's past.

B. Museum Library

The Museum's library contains books and reference materials related to Lake County's history, Illinois history, exhibition development, copyright law,

preservation of photographs and ephemera, and Museum collections.

C. Education Collections

The Museum's education division maintains a small collection of duplicate, lesser quality, or reproduction items for the purpose of demonstration.

Collecting Objectives

A. Policy

The collections of the Museum are of regional, national, and international significance and are used for educational and research purposes. The Museum recognizes the importance of procuring new materials to improve the quality of its exhibitions, research capabilities, and educational activities.

Equally important is the obligation of the Museum to preserve and maintain its collections. Physical space limitations and other variables require selective acquisition of relevant and quality materials.

B. Procedure

The Museum's administration and collections staff shall establish objectives for developing and maintaining collections. The objectives shall be reviewed and established annually. In general, acquisition priorities are as follows:

- 1.** Artifacts with a distinct relationship to Lake County, Illinois
- 2.** Artifacts that strengthen established collection areas
- 3.** Education
- 4.** Exhibition
- 5.** Artifacts of a general nature that are within the broad area of interest of the Museum as outlined by its scope.

Strengthening of collections may require the selective elimination of items (i.e., deaccession) to allow better utilization of resources, including staff, storage space and financial. The process for deaccession is set forth on page 10. The staff shall prepare, when appropriate, an acquisition and deaccession list for meeting stated objectives.

Acquisition

A. Policy

1. Acquisition Criteria

Historical materials will be accepted into the Museum's permanent collections, according to the following guidelines:

- a) The materials collected must be within the collecting scope of the Museum and relevant to its mission.
- b) The Museum must be able to store, preserve, and maintain artifacts according to professionally accepted standards.
- c) The materials must be legally acquirable according to the principle of historic preservation as observed in the museum profession.
- d) The materials must be free from donor restriction on their use, transfer, or disposal, or otherwise unencumbered as to the limit of their usefulness to the stated mission of the Museum.
- e) Appropriate documents of transfer must be obtainable at the time of acquisition.
- f) Foreseeable future use of the artifact.
- g) Satisfactory information about/provenance of the artifact.

2. Authority to acquire

- a) All new acquisitions will be reviewed by the Museum's Collections Committee (see below) and approved by the Director of Education. Once approved by the Director, a recommendation will be made to (i) the District's Operations Committee for approval, if the acquisition requires a purchase less than or equal to the statutory competitive bidding threshold or (ii) the District's Board of Commissioners for approval if the acquisition requires a purchase exceeding the statutory competitive bidding threshold. Staff shall not commit the Museum to accept any artifact(s) without the required approvals.

b) Collections Committee

The Museum's Collections Committee is comprised of the Director of Education, the Exhibitions and Collections Manager, the Education Manager, the Curator(s), and the Registrar.

B. Procedures

1. Means of acquisitions

The Museum may acquire artifacts through donation, purchase, exchange/transfer, abandonment, or other appropriate means. Primarily, the Museum acquires artifacts through donation. However, to fulfill a specific exhibition requirement or strengthen an existing collection, historic items may be purchased. When purchasing historic items staff will adhere to the District's Purchasing Policies and Procedures.

2. Care and maintenance

Because of its responsibility to maintain collections for the benefit of the public, the Museum will acquire only those materials that can be protected from deterioration caused by light, fluctuation in temperature and relative humidity, dust and dirt, vermin, and excessive or careless handling. (See also page 17, Collections Stewardship.)

3. Potential future use

The Museum acquires artifacts to enhance its stated mission, not for the sake of acquisition. Artifacts that have little foreseeable use for exhibition, research, exchange/transfer, or sale will not be accepted.

4. Conditions of Gifts to the Museum

Generally, when an owner or his agent executes a deed of gift or similar instrument ("Deed of Gift"), the owner permanently conveys to the District and its successors the interests set forth in the Deed of Gift, but in any event, not less than all the owner's rights, title, interest, and copyright to the property listed on the Deed of Gift.

Generally, in the case of photographs, letters or manuscripts, paintings or drawings, etc., the owner or agent signing on the face of the Deed of Gift transfers to the District as a gift, or for value received, all the signer's rights, title and interest in the photographs, paintings or drawings, letters or manuscripts, etc., described on the Deed of Gift including any copyright therein together with the right to copyright any of them for and on behalf of the District, unless it is specifically exempted on the Deed of Gift. Further clarifications include:

- a) Items given to the Museum may not be reclaimed by the donor or their heirs.
- b) Items may not be accepted with the understanding they will be exhibited permanently.
- c) Items may not be accepted with the understanding they be kept or retained by the Museum permanently. (See page 10, Deaccession.)
- d) Collections of items may not be accepted with the understanding they will be kept together or exhibited as a unit.
- e) Donated items may be copied or reproduced by or for the Museum for sale or distribution for the benefit of the Museum or its programs unless such reproduction is specifically limited in writing on the Deed of Gift.
- f) Donations may be tax deductible; however, the donor should rely on the donor's tax advisor regarding this issue.

5. Ownership

The commencement of ownership of an artifact varies with the means of acquisition. The following defines the beginning of ownership of acquired historical materials, unless otherwise provided for in the Deed of Gift.

- a) **Donation:** The District is considered owner of the donated item when:
 1. The object is in the physical possession of the District, and
 2. the object is accepted by the District, and
 3. the donor and the Director of Education have executed the Deed of Gift.
- b) **Bequests:** The District is considered owner of a bequeathed item when:
 1. The object is in the physical possession of the District, and
 2. the object is accepted by the District, and
 3. the executor and the Director of Education have executed

the Deed of Gift.

c) Purchase: The District is considered owner of a purchased item when:

1. The object is in the physical possession of the District, and
2. the object is accepted by the District, and
3. the District renders payment.

d) Exchange/Transfer: The District is considered owner of an exchanged/transferred item when:

1. The object is in the physical possession of the District, and
2. the object is accepted by the District, and
3. the other organization and the Director of Education have executed the Deed of Gift.

e) Abandonment: Ownership commences in accordance with the legal statutes of the State of Illinois as pertaining to receipt of items by abandonment.

6. Documentation

The maintenance of accurate records on the acquisition, identification, location, and disposition of collections and loaned items is a major responsibility of the Museum's Collections Division. All items acquired shall be accessioned and adequately documented according to the Museum's registration procedures. (See page 18, Registration under Collections Stewardship.)

7. Valuation

If an item is acquired by means other than purchase, an appraisal shall be conducted by a professional appraiser; valuing the item as of the fiscal year in which the item was accessioned. A bill of sale or other evidence of payment (for purchased items) or an appraisal (for all other items) will be forwarded to the District's Finance Department so that the value of the acquired item can be identified for audit and accounting purposes.

Deaccession

A. Policy

The process of deaccessioning is the legal removal of duplicate, out-of-scope, or otherwise inappropriate collection material from the permanent collection of the Museum. Because the Museum holds its collections in the public trust, the deaccession process shall be deliberate and cautious and completed with the utmost integrity. In general, artifacts shall have permanence as long as:

1. They continue to be relevant to the stated mission of the Museum.
2. They can be properly stored, maintained, and used.
3. They retain their authenticity.
4. They retain their identity.
5. They retain their physical integrity.
6. They are not claimed by a group that is culturally affiliated to the artifact, that has rights to the object, and that has requested that the artifact be repatriated in accordance with the federal Native American Graves Protection and Repatriation Act (NAGPRA), its regulations, or other existing statutes.

The District's Board of Commissioners has final authority to approve deaccessions.

B. Procedures

1. The Collections Committee shall meet as necessary.
2. Any Collections Committee staff member may recommend materials for deaccession and/or disposal. However, all materials proposed for deaccessioning must be examined by the Collections Committee.
3. Following discussion of any deaccession recommended by staff, the committee will forward its recommendations along with all written materials received to the Director of Education. Director of Education will make the final determination and recommendations will be given to the

appropriate standing committee(s) of the District's Board of Commissioners.

4. After the deaccessioning process is complete, the Collections Committee may make a recommendation to the appropriate standing committee(s) of the District's Board of Commissioners for the most appropriate method of disposal. Regarding artifact deaccession, the Collections Committee will be governed in this procedure by the following policies:
 - a) The District may dispose of materials in accordance with applicable statutory requirements. The Museum may engage in sale, trade, donation, or whatever means would best benefit the collection, as allowed under such requirements.
 - b) When deaccessioned materials are of primary research value, the District will make every effort to place such materials in an institution where they will be accessible to researchers.
 - c) Use of proceeds from the sale of collection materials is restricted to the acquisition or direct care of the Museum's collections including professional conservation, storage equipment, environmental monitoring and controls, and supplies needed to aid in preservation. Additionally, the Operations Committee must review and make a recommendation regarding any final disposition of material and any related agreement between the District and the party acquiring the material.
 - d) There will be no deaccession of collection materials when such action would violate any written agreements between the District and the donor.
 - e) When procedures for deaccessioning items have been completed, all records pertaining to acquisition and cataloging shall be marked "deaccessioned" with the date, and the destination of the item. Value or consideration received (if any) shall be marked on the permanent records, which will then contain the entire history of the item while in the custody of the Museum. A listing of deaccessioned items and the value for each, if any, shall be forwarded to the Finance Department so that the items' value can be identified for audit and other accounting purposes.
 - f) All the museum's identifying numbers (i.e., accession numbers) will be removed prior to disposition.

5. Native American Graves Protection and Repatriation Act (NAGPRA): In some cases, the District is required to deaccession certain objects that have a cultural affiliation to a Native American tribe, including human remains, funerary objects, sacred objects or objects of cultural patrimony, and repatriate the remains and objects, pursuant to the federal Native American Graves Protection and Repatriation Act (NAGPRA) [Title 43 CFR Part 10]. The Museum (i) fully supports the goals of NAGPRA and affirms its obligations to comply with the letter and spirit of its provisions, (ii) recognizes its obligation to care for cultural items with sensitivity and respect for their relationship to the cultures of tribal communities, (iii) adheres to all mandates set forth in the Native American Graves Protection and Repatriation Regulations for NAGPRA as codified in Title 43 of the Code of Federal Regulations (CFR) at Part 10. The unique and special nature of human remains, funerary and sacred objects, and objects of cultural patrimony is the first concern in relation to all decisions concerning such collections and (iv) will abide by the American Alliance of Museums' policy on repatriation of Native American Ceremonial Objects and Human Remains (to the extent such policy is consistent with NAGPRA). Until such remains and objects are repatriated in accordance with NAGPRA, the Museum shall maintain the remains and objects in accordance with page 20 under Maintenance of Native American Human Remains, Funerary Objects, Sacred Objects, and Objects of Cultural Patrimony. The deaccession and repatriation of remains and objects will be conducted in accordance with the following procedures:

~~5. **Native American Graves Protection and Repatriation Act (NAGPRA):** In some cases, the District is required to deaccession certain objects, including human remains and associated and non-associated funerary objects, that have a cultural affiliation to a Native American tribe, and repatriate the remains and objects, pursuant to the federal Native American Graves Protection and Repatriation Act (NAGPRA). The Museum (i) fully supports the goals of NAGPRA and affirms its obligations to comply with the letter and spirit of its provisions, (ii) recognizes its obligation to care for cultural items with sensitivity and respect for their relationship to the cultures of tribal communities, and (iii) will abide by the American Alliance of Museums' policy on repatriation of Native American Ceremonial Objects and Human Remains (to the extent such policy is consistent with NAGPRA). Until such remains and objects are repatriated in accordance with NAGPRA, the Museum shall maintain the remains and objects in accordance with page 17, under Maintenance of Native American Ceremonial Belongings and Human Remains. The deaccession and repatriation of remains and objects will be~~

~~conducted in accordance with the following procedures:~~

- a) If the cultural affiliation of Native American human remains and associated and non-associated funerary objects is established, the District, upon the request of a legitimate claimant, shall expeditiously return such remains and associated funerary objects to the requesting party where, as required by NAGPRA:

(A) the requesting party is the direct lineal descendant of an individual who owned the object; (B) the requesting Indian tribe or Native Hawaiian organization can show that the object was owned or controlled by the tribe or organization; or (C) the requesting Indian tribe or Native Hawaiian organization can show that the object was owned or controlled by a member thereof, provided that in the case where a sacred object was owned by a member thereof, there are no identifiable lineal descendants of said member or the lineal descendant, who, after proper notice, have failed to make a claim for the object under NAGPRA.

- b) A list of NAGPRA related items, which have been identified for repatriation and a legitimate claim (individual or tribe) has been established, will be brought before the appropriate standing committee(s) which will make recommendations to the Board of Commissioners regarding the proposed deaccessions.
- c) The District shall return deaccessioned NAGPRA related items and may assist with the re-interment as requested by the legitimate claimant (individual or tribe).
- d) The District will repatriate any item in good faith pursuant to NAGPRA and may apply for NAGPRA grant funds to assist with the repatriation and re-interment of human remains.

Lake County History Archives

A. Policy

The Museum maintains the Lake County History Archives to provide the community with a repository that has information pertaining to the history of the people, institutions, places, and artifacts of Lake County.

The Museum's staff will also act as a resource to the public and other historical agencies on museum operations, copyright law, conservation materials, artifact identification, and preservation practices.

B. Procedures

The following is the type of material that will be accepted into the Museum's Lake County archival collections:

1. Local materials such as governmental, institutional, and business records
2. Illinois histories covering Lake County
3. Regional materials which aid in researching Lake County
4. Special collections judged valuable to the Museum.
5. Archival materials (bound volumes, photographs, postcards, manuscripts, diaries, maps, oral histories, reference), representing Lake County.

Loans

A. Policy

A loan is a temporary transfer of materials from one institution to another without transfer of ownership. Loaning or borrowing is undertaken according to the terms of a loan agreement.

The Museum lends materials from its collections only to museums, historical societies, libraries, or other institutions which, in the Museum's judgment, can comply with the conditions set forth in the loan agreement. The Museum may accept artifacts on loan on a temporary basis from other institutions or individuals.

The Collections Committee will review requests for loans. After such review, the Director of Education shall either approve or reject a request for a loan and any related loan agreement. If, under state law, the loan or agreement requires approval of the District's Board of Commissioners, then it will be considered by the Board in its normal process for review of agreements.

B. Procedure

1. Types of Loans

The Museum makes or receives loans for the purpose of:

- a) Exhibition
- b) Research

Items which are loaned by the Museum will be used only for the purpose stated on the loan agreement and may not be copied, photographed or reproduced except to record and publicize the exhibit. Additionally, admission charges may not be charged to view the loaned items except where usual and customary admission fees prevail. Institutions may not transfer artifacts to a third party without written consent of the District.

2. Insurance

The borrower of a Museum item must maintain casualty insurance, not less than the amount of the value of the item, with the amount and form of insurance determined by the District, from the time the item is removed from the Museum until it is returned in satisfactory condition.

The borrower may elect to:

- a) Insure the loan under the borrower's policy in which case a certificate of insurance must be forwarded to the District prior to shipping date.
- b) Insure the loan under the District's insurance policy covering Museum collections, in which case the borrower must pay the pro-rated cost of insurance, or
- c) In case of loans in which the total value of all items loaned is less than \$2,000, the borrower may, in lieu of insurance, agree to assume liability for loss or damage.

3. Restrictions

- a) Items will not be loaned to an individual for personal use under any circumstances.
- b) Loans will not be approved for extremely fragile materials or materials that will be used soon in a forthcoming exhibit.
- c) No restoration, repair or cleaning of artifacts may be performed by the borrower without prior District permission in writing. Such a request must state precisely what will be done to the artifact.

4. Duration

- a) Loans will be made generally for a maximum period of less than one year. The duration of the loan must be stated by the borrower at the time the request for a loan is made. Artifacts must be returned to the Museum at the end of the loan period unless an extension has previously been requested by the borrower and approved, in writing, by the District. The District will not engage in long term or indefinite loan of artifacts on a permanent or indefinite basis.
- b) Loans will be made only after receipt of a formal request in writing by an official representative from the requesting organization. Requests must be received a minimum of 30 days prior to the lending date.

5. Credit

Artifacts shall bear labels indicating that they were loaned by the Bess Bower Dunn Museum, Lake County Forest Preserve District. (See page 21 under Conditions of Use).

6. Standards of Care and Transfer Responsibility

- a) The borrower must pay all cost for mailing, packing, crating, and shipping, including charges for hiring special packers when necessary. Borrowers shall be responsible for movement of loan items.
- b) Artifacts must be given special care to protect them against loss, breakage, or deterioration. Institutions must demonstrate their ability to comply with the following security measures:
 1. Small artifacts must be displayed in locked cases.
 2. Prints, maps, and other flat material must be displayed in locked cases or mounted in the appropriate archival manner, according to the specifications of the Museum's collections staff.
 3. Large items and costumes, not displayed in cases or behind glass, must have barriers sufficient to keep the public at a distance.
 4. Exhibit areas must be under surveillance by staff or volunteers when open to the public.

Museum staff borrowing materials from other institutions will exercise the same care toward those materials as they would toward items in the permanent collection. All borrowed items will be insured under the District's insurance coverage through the Park District Risk Management Agency (PDRMA). District's Risk Manager will be notified of temporary inclusion in the policy.

Collections Stewardship

A. General Policy

Collections are managed according to professionally acceptable standards as set forth by the American Alliance of Museums and the Society of American Archivists.

B. Environment

The District recognizes that it cares for materials in the public trust and Native American belongings in the public trust, whether on exhibit, in storage, or used for research purposes. The Museum protects its artifacts and archival materials from deterioration through environmental monitoring with respect to the following factors:

- a) Extreme fluctuation in temperature and relative humidity
- b) Light exposure
- c) Pollutants and abrasive particulate matter
- d) Vermin and other pests
- e) Handling
- f) Water

C. Collections Access

1. Accessing Collection Storage Areas

- a) All collections areas must be locked and/or alarmed when collections staff is not present.
- b) Absolutely no food or drink is allowed in any collection areas.
- c) Non-collections staff may not enter or work in collections areas without notifying the Director of Education or Museum Staff, unless for emergency care and protection of collections.
- d) Collections volunteers are required to check-in with Museum collections staff and log in and out of collections areas.

2. Access to collections in storage is maintained under controlled conditions. The purpose of access to collections, not on exhibit, is for:
 - a) Research by collections staff.
 - b) Viewing of storage area for educational purposes.
 - c) To enhance the understanding of the operation of the Museum and to disseminate this knowledge to the public.
 - d) Maintenance by District personnel.
 - e) Care of collections by Museum collections staff.
3. Permission for access will be determined by the Museum's Exhibitions and Collections Manager.
4. Individuals or groups requesting access to behind-the-scenes collections areas must be accompanied by a museum collections staff member. The Museum reserves the right to limit the size of the group.
5. Viewing of collections not on display in the Museum galleries is arranged by appointment only with collections staff.
6. Use of collections for public research shall be during specific hours. Public research use of collections must be facilitated by and in the presence of collections staff.
7. Researchers must complete a research information sheet.
8. Researchers utilizing Museum materials will be made aware of the Museum's policies and procedures for working with collections before being granted access. Guidelines for handling shall be available and explained in research areas.

D. Risk Management and Insurance

The Museum maintains an active risk management program to minimize risk of loss to its collections. This program includes scrutiny of physical plant for potential hazards and loss and carrying insurance on its collections.

1. The Museum has a Business Resumption Plan and will periodically review

such Plan with the District's Risk Manager. Business Resumption Plan is secondary to the Lake County Forest Preserve District (the District) Emergency Response Plan.

2. The Museum maintains a fire alarm system and a burglar alarm system linked directly to the police and fire departments.
3. The collections are to be insured, as appraised, through the District's insurance provider, PDRMA.

E. Registration

1. The Museum shall maintain permanent registration records for all material accepted for the collections. These records shall include all legal instruments related to these materials. Materials shall be accessioned and catalogued using a system appropriate to the particular collection.
2. A copy of the original Temporary Custody Receipt and the original Deed of Gift for each donation will be maintained in fireproof cabinets at an off-site location. Duplicates are maintained for use by collections staff.
3. The Museum maintains a photographic record of collection material at an off-site location.

F. Maintenance of Native American Ceremonial Belongings and Human Remains

The Museum (i) fully supports the goals of NAGPRA and affirms its obligations to comply with the letter and spirit of its provisions, (ii) recognizes its obligation to care for cultural items with sensitivity and respect for their relationship to the cultures of tribal communities, and (iii) will abide by the American Alliance of Museums' policy on repatriation of Native American Ceremonial Objects and Human Remains (to the extent such policy is consistent with NAGPRA). Until the Museum repatriates such items in accordance with Deaccession on page 10, the Museum will maintain and care for them as follows:

1. The District's contact person(s) for NAGPRA requests is the Museum's Curator(s).
2. The Museum has compiled an inventory of NAGPRA related items, to the extent possible with information possessed by the Museum and has also

identified the geographical and cultural affiliation of items in consultation with appropriate tribal communities and Native American scholars.

3. Guidance for the storage, care, and display of these materials will be solicited through scholars, contacts in the appropriate Native American community, and from the Illinois State Museum in Springfield, Illinois and the Mitchell Museum of the American Indian in Evanston, Illinois.
4. Due to the constraints of the Museum's storage areas, the NAGPRA related items are unable to be stored in complete isolation but are closed from view.
5. The Museum will strive to resolve questions on the disposition and care of sensitive materials through cooperative and prompt discussions between the Museum and the appropriate tribal community.

Ethics

1. Collections in the Museum's custody support the Museum's mission and are held in public trust. Artifacts and archival material are acquired, loaned and/or disposed of in a manner intended to strengthen the Museum's collecting scope, as defined in the approved Collections Management Policies (amended 2023), that focus on the material culture representing the people, places and events of Lake County, Illinois (pg. 4).
2. The Museum's collections are protected, both physically and intellectually, secured, unencumbered, cared for, and preserved for present and future generations.
3. The Museum's collections are accounted for and documented in a database. Processes are in place to ensure that the Museum's collections may only be retrieved from and returned to storage by trained Staff. Public use of the collections is permitted and regulated and is monitored by Staff and Volunteers ensuring that appropriate security protocols are in place.
4. Use of proceeds from the sale of collection materials is restricted to the acquisition or direct care of the Museum's collections including professional conservation, storage equipment, environmental monitoring and controls, and supplies needed to aid in preservation.
5. The Museum adheres to all mandates set forth in the Native American Graves Protection and Repatriation Regulations for NAGPRA as codified in Title 43 of the Code of Federal Regulations (CFR) at Part 10. The unique and special nature of human remains, funerary and sacred objects, and objects of cultural patrimony is the first concern in relation to all decisions concerning such collections.
6. Staff and Volunteers will answer all inquiries about the Museum's collections in a spirit of helpfulness and encourage use of collections to the greatest extent compatible with institutional policies, preservation of collections, legal considerations including intellectual property laws, individual rights, donor agreements, and judicious use of resources.
7. The Staff, Volunteers, and Commissioners may use the Museum's collections for personal research and publication if such practices are approved by the Director of Education and the Executive Director. Managers of staff should be notified.

- - 8. Staff, Volunteers, and Commissioners must not compete with the Museum for acquisitions of items associated with the Museum's collecting scope as identified in the Museum's Collections Management Policies and must inform the Director of Education of their collecting activities, and must preserve, and at the District's request, share with the District, complete records of personal acquisitions. Staff, Volunteers, and Commissioners must not use their positions within the Museum to advance their personal collecting.

Public Access

A. Policy

The Museum provides digital imaging services, and research services for its collections. These services provide access to collections while satisfying the preservation and security needs of the collections. These services also allow individuals and organizations to utilize the collections for exhibition, publication, and audio-visual presentation purposes. (Loans are addressed on page 14).

B. Photographic/Digital Reproduction

1. Procedures

The following policies govern the Museum's duplication services:

- a) Photographic, digital imaging and photocopying services will be done by Museum staff. Researchers will NOT be allowed to produce their own copies either through borrowing original photographs or by bringing their own copy equipment into the Museum. The Museum must maintain its position as sole producer and provider of all copies. Filming and videotaping of archival material and artifacts may be performed by a professional photographer in the Museum only with the consent and supervision of collections staff.
- b) All requests for photographic duplication and digital imaging services must follow conditions and procedures as outlined in the District's Fee Ordinance and the Image Use/Permission Request.
- c) Copyright laws may govern or limit the making of photocopies and other reproductions of copyrighted material. Materials in the Museum's collections may be protected by copyright law. Applicants assume all responsibility for questions of copyright and invasion of privacy that may arise in the copying and use made of photographic and digital copies.
- d) Regarding archival material and three-dimensional artifacts, only those that are in good condition, in storage or at the discretion of collections staff may be photographed, filmed, or videotaped.
- e) Materials for official newspaper use and/or promotional images

are selectively provided at no charge.

- f) The Museum reserves the right to limit the number of copies; to restrict the use or reproduction of rare or valuable material; to make special quotations on material involving unusual difficulty in copying; and to charge a higher fee than specified in the District's Fee Ordinance.

2. Fees and Use of Images

- a) Reuse of Images
All requests for reuse or change in use must be applied for in writing.
- b) Processing
Processing of an image request will proceed upon receipt of payment unless other arrangements are made. Requests are processed in the order they are received.

3. Conditions of Use

- a) The following credit line must be used as appropriate: 1. First usage or use for an acknowledgment's page/section: Bess Bower Dunn Museum, Lake County Forest Preserve District. 2. Subsequent usage: Dunn Museum. When provided, the photographer's name must also be included in the credit line.
CREDIT IS MANDATORY and will be provided as follows:
 - 1. With printed matter, it is preferred that the basic credit line appear on the same or facing page as the illustration. Credit for each individual item is mandatory in all cases.
 - 2. With exhibitions, credit will be provided within the exhibition area in a manner approved by the Museum.
- b) The reproducer shall give the Museum one complimentary copy of any published work in which the photographic copy appears, if requested.
- c) The reproducer shall not allow others to reproduce the photographic copy or any facsimile of it. Others must contact the Museum for permission.

- d) In authorizing the publication of a digital image provided by the Museum, the Museum does not surrender its own right to publish it or to grant others permission to do so.
- e) Materials in the collections of the Museum may be protected by copyright laws. Applicants for photographic copies of materials assume all responsibility for questions of copyright and invasion of privacy that may arise from the copying and use of photographic copies.

C. Research Services

1. Procedures

- a) Research requests are responded to by mail, phone, e-mail or in person. Appointments for research must be made in advance.

D. Preservation and Collections Management Services

Collections staff may be consulted in artifact and archival preservation, as well as development and organization of collections.

E. Digitization of Material Collections

The Museum's digitization of material collections plan will be created as part of the Museum's efforts to preserve artifacts and research materials, improve accessibility to the collections, and augment scholarly studies.

Section 3: Museum Library

Purpose of Museum Library

A. Policy

The Museum's library provides access to resources relating to the people, places and events of Lake County, IL. The library will also provide materials on historic preservation and conservation and museum studies.

B. Procedures

The library will:

1. Select, acquire, and maintain library materials in all formats in support of the research functions of the Lake County History Archives.
2. Establish policies and procedures that will ensure the preservation and security of the library materials.
3. Assist patrons with using the library materials.

Library Collection Development Policy

A. Policy

This collection development policy defines the present scope of the Library and will provide a guide for future growth and development of the Library. This policy will be evaluated on a regular basis to reflect the changes and additions to the curriculum of the educational programs, exhibitions, and the Museum's collections.

B. Procedures

1. Responsibility for Selection:

The Exhibitions and Collections Manager will facilitate the planning of materials, Museum staff may recommend materials appropriate for their subject area. The manager will analyze the scope of the Library, plan for future acquisitions, and keep staff abreast of any new technology that will enhance usage of the materials.

2. Criteria for Selection:

Materials shall be evaluated for purchase or addition to the Library according to the following guidelines:

- a) Materials related to Lake County history, conservation, and preservation are given priority. Assessment from standard reviewing media is a factor in the evaluation and selection of materials.
- b) Materials will be selected in a variety of formats (e.g., book, DVD, online, etc.). Hard cover binding (especially library binding) is preferable over paperback, if available.
- c) One copy of a title is purchased unless additional copies are justified by projected heavy use.
- d) According to the Public Access Policy (page 20), a reproducer of an image from the Lake County History Archives shall give the Museum one complimentary copy of any published work in which the photographic copy appears, if requested (page 21).

3. *Criteria for Weeding*

Materials may be removed from the library according to the following guidelines:

- a) Timeliness. Older editions will be removed when newer editions are available, or material becomes out of date.
- b) Content. Materials may be withdrawn when no longer relevant to the needs of the Museum, the information is out-of-date, or the curriculum of the District's Education Department.
- c) Physical condition. Materials will be removed if they are moldy or have deteriorated to the point that they can no longer be repaired.
- d) Duplicates. Only a single copy of infrequently used materials will be kept.

4. *Funding for Materials*

The majority of funds expended for library materials are budgeted annually through the Museum's budget. The library solicits and welcomes donations of funds and materials.

Periodicals

The Museum subscribes to a number of magazines and newsletters. New issues will be available in the Museum library, and older issues shall be filed. Staff will maintain a Periodical Retention List for removing periodicals. Any periodicals that are permanently removed from the library collection will be given to another institution or recycled.

Gifts of Materials to Library

The Museum library is grateful for unconditional gifts of books and other materials. With respect to gifts to the library, the following policies generally apply:

1. The Museum reserves the right to decide upon acceptance of a gift. The following types of gift materials will not be added to the collection:
 - a) Publications excluded by the Library development policy.
 - b) Out-of-date materials not of historical value
 - c) A duplicate of an item already in the library unless it is a rare book.
 - d) Material in poor physical condition
 - e) The Museum reserves the right to sell, give to other libraries, or otherwise dispose of gift materials that are not added to the library collection.
 - f) When materials are added to the library, the donor may make no restrictions on the Museum's use of gift materials. The gift materials will become an integral part of the library collection. Gift items may not be reclaimed.
2. A letter of receipt for materials donated to the Museum will be provided, but placing a value on the material is the responsibility of the donor.