

Collection Development Policy  
Medical College of Georgia Museum Development Committee

I. Mission Statement:

The Museum Development Committee of the Medical College of Georgia Arts Council is committed to acquiring, organizing and preserving historical health sciences items for the public and the future MCG Museum.

II. Acquisition and Accession of Collections

A) Acquisitions Guidelines

Acquisitions to the Medical College of Georgia (MCG) Museum whether by gift, purchase, bequest, exchange, field collection, transfer or other means shall be in accordance with the following:

- 1) The MCG Museum Curator will collect material related to the history of the Medical College of Georgia, its statewide influence, and Augusta regional area health professions.
- 2) Objects must possess interpretive value to the university/hospital/local history.
- 3) The material should be useful for exhibition, research, or scholarship.
- 4) Only those objects which can be properly stored, preserved, and managed will be accepted.
- 5) Accessioned objects will be acquired to be a permanent part of the museum collections as long as they retain their physical integrity, identity, authenticity, and as long as they remain useful for the mission and purposes of the museum.
- 6) Decisions regarding artifacts retention and exhibition use rests with the MCG Museum Curator.
- 7) The curator will not appraise donations, but may assist donors with finding an independent, qualified appraiser.
- 8) Only materials with legal transfer of title, deed of gift or other official acknowledgment will be accepted.

## B) Accession Guidelines

Accessioning is the process in which an acquisition becomes a part of the historical collections. After the MCG Museum Curator accepts the acquisition, an accession report will be completed to provide the provenance and detailed information on the object.

## III. De-accessioning

A) De-accessioning is the process in which an object is permanently removed from the MCG Museum.

### B) Criteria for De-accessioning

- 1) The object is no longer relevant or useful to the MCG Museum's mission and activities.
- 2) The object has deteriorated beyond exhibition or study usefulness.
- 3) The object duplicates an object of superior provenance and/or physical condition.
- 4) The MCG Museum Curator is unable to properly store, conserve, or exhibit the object.
- 5) Any recommendation to remove any object from the permanent collection and to be disposed of in the appropriate manner must receive a majority vote from the MCG Museum Development Committee.
- 6) Any object recommended for removal which does not receive a majority vote will be presented to the MCG Arts Council. If approval is granted, the item will be removed from the permanent collection and disposed of in an appropriate manner.
- 7) The MCG Museum Curator shall be required to furnish a list of all deaccessioned objects to the MCG Arts Council.

## IV. Loans

### A) General

- 1) In order to meet its exhibition, research, and education goals, the MCG Museum will undertake as appropriate incoming and outgoing loans of objects. All incoming and outgoing loans must be approved by the MCG Museum Curator.

- 2) All incoming and outgoing loans will be processed and monitored by the MCG Museum Curator.
- 3) The MCG Museum Curator will maintain all loan records and be responsible for assessing the condition of objects incoming and outgoing and making arrangements for insurance, packing, and shipping.

#### B) In-Coming Loans

- 1) Incoming loans will be accepted by the Museum Curator for the following purposes only: exhibit, research, or educational purposes, potential acquisition, or, in certain cases, examination or identification.
- 2) All incoming loans must be approved by the MCG Museum Curator prior to completion of the Loan Agreement.
- 3) All loan transactions will be for a specific period of time with an option for renewal.
- 4) All objects on loan to the museum will be insured by Medical College of Georgia for the amount designated by the lender.
- 5) Incoming loans will receive the same care, handling precautions, and security as the MCG Museum's collections.
- 6) Borrowed objects will remain the property of the lender as long as they are reclaimed within 90 days following termination of the period specified in the loan agreement.
- 7) If the objects are not reclaimed within 90 days following the specified loan period, the MCG Museum will consider the objects abandoned property to be accessioned or disposed of as determined by the Curator.

#### C) Out-Going Loans

- 1) The MCG Museum Curator may lend objects from its collection to other responsible non-profit museums or educational or public institutions.
- 2) All loaned objects will remain in the same condition in which they are received by the borrower. Objects will not be cleaned, repaired, or altered in any way without written permission from the MCG Museum Curator.
- 3) The borrower must adhere to all specific conditions and restrictions as noted on the back of the Outgoing Loan Agreement.
- 4) Any damages, whether in transit or on the borrower's premises, and regardless of who may be responsible therefore, will be reported immediately to the MCG Museum Curator.
- 5) The borrower may photograph the object for educational, research catalog, or record purposes. The borrower will not reproduce such objects for sale, except in the context of exhibition catalog, without written permission from the MCG Museum Curator.
- 6) The borrower shall agree to accept all financial responsibility incurred in the loan, including, but not limited to the following: insurance, photography, packing, and shipping.

- 7) When the total stated value of the loan exceeds \$500, the borrower will insure the loan through an all risk policy in effect from the time the loan leaves the MCG Museum's collections until it is returned.
- 8) When the total stated value of the loan is \$500 or less, the borrower may at their discretion, obtain insurance for their protection.

#### V. Access to Collections

- A) The collections are an educational resource and will be accessible for research to historians, scientists, medical professionals, students, and qualified others.
  - 1) All researchers are subject to procedures necessary to safeguard the objects as determined by the MCG Museum Curator.
  - 2) Researchers are subject to restrictions of normal operating hours, exhibition requirements, availability of study space, research requests from other researchers, MCG Museum Curator availability and time necessary to assist the researcher.
  - 3) The MCG Museum Curator is under no obligation to make the museum's collections and records available for patrons to randomly search.
  - 4) Researchers will bear the costs of reproducing records or any other services they request.
  - 5) Access to collections areas is limited to those accompanied by the MCG Museum Curator. The number of researchers allowed access to the collection at any one time may be limited at the discretion of the Curator

## **Appendix A:**

Items donated to the Museum Development Committee of the Medical College of Georgia Arts Council will be placed in the following categories:

**Museum**= Artifacts such as surgical/medical instruments; laboratory apparatus; pathological specimens; anatomical models and figurines; prosthetic devices; medicines, medicine bottles, medical trade cards, and advertisements; all promotional material that was originally designed to supplement and inform a three dimensional object or objects for which they were created. Other non-medical artifacts include class rings, portraits, diplomas, awards, pins, class notebooks, caps, medical uniforms, graduation memorabilia, etc.

**Library**= Books, journals, pamphlets, or other published/printed materials

**Archives**= manuscripts, letters, memos, photographs, scrapbooks, original institutional records, ledgers, audio-visual, university publications, etc.

Configuration of items not listed above would be at the discretion of the donors and the MCG Museum Curator.