

CITY OF KETCHIKAN MUSEUM DEPARTMENT **COLLECTIONS DIVISION POLICIES**

The Collections Division of the Museum Department will collect, research, document and preserve two and three dimensional objects and archival materials relating to the human and natural history and culture of the Ketchikan area. Also, by providing the most efficient and complete access to information contained within the collections, the division encourages citizens to expand their knowledge about themselves and the world around them.

GOALS

1. To actively pursue appropriate collections and items for donation to or purchase by the City or Tongass Historical Society Incorporated.
2. To accept only those materials relevant to the Museum's purpose into the collections.
3. To accept only those materials for which the Museum can responsibly care and that it can adequately house.
4. To maintain the collection in a manner and in an environment that will ensure its best preservation.
5. Register and document the collection in a timely manner.
6. To provide thorough documentation of objects used in exhibits.
7. To update and expand documentation of artifacts as an ongoing process.
8. To practice the most efficient and thorough methods of transmitting the information contained within the collections to the public.
9. To make effective use of all artifacts within the collections, including use for research and/or exhibit, for posterity, or selection for educational purposes.
10. To strive to attribute provenance or use of object in the collections to a specific person or group of individuals, when the item was, in fact, related to a specific person or group of individuals.
11. To provide selections of artifacts, including replicas, for use for educational purposes alone.
12. To maintain, make available, and continually upgrade a variety of research aids for public use.
13. To maintain space for public research.
14. To maintain an appropriate records retention schedule for departmental records.
15. To provide the professional resources of the division to the public as well as to governmental entities.
16. To provide for the security of the items placed in Museum care.

17. To actively build a collection that is representative, and to recommend future acquisitions to enhance those categories.

Scope of Collection

Tongass Historical Museum collects only those artifacts that:

- a) Are of significance to the history and cultures of southern Southeast Alaska.
- b) Complement the strengths of the collection.
- c) Are compatible with the needs and goals of the collection as determined by the Curator of Collections and or the Collections Committee.
- d) The Museum can properly house and for which it can properly care.

Criteria for Acceptance of Acquisitions

All objects and documents must meet the following criteria in order to be accepted into the Collections:

1. Documentation of the item has been considered by the Curator as adequate.
2. The physical character of the item is appropriate for inclusion in Collections.
3. The historical association of the item is considered by the Curator as within the scope of collections.
4. The item's provenance is clear, without encumbrances and is a matter of public record, unless special circumstances exist.
5. Clear title can be obtained and retained by the Museum. (Objects of questionable title may be accepted as loans only if the Curator is reasonably certain that title can be gained.)
6. All costs associated with acceptance are known and considered, *i.e.*, rental of storage space, immediate conservation needs, special storage, etc.
7. As of (date this policy is adopted) the Museum will not acquire antiquities in violation of the UNESCO Convention on The Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (1970).
8. The Museum will not acquire unscientifically, illegally, or unethically excavated archaeological materials nor unethically or illegally obtained historical materials.
9. The Museum will not acquire anything that violates current obscenity laws.

General Policies

Public Trust -- The City of Ketchikan Museum Department holds the Collections of both the City of Ketchikan and The Tongass Historical Society in the public trust. No item may be sold, transferred, or disposed of in any other way without prior approval by the Collections Committee.

Care of Collections -- Museum staff members are responsible to assure that the Collections, whether on exhibition or in storage, are reasonably protected against fire, theft, vandalism and natural disaster.

Ethics -- Board members and Staff will abide by the Ethical Standards accepted by the American Association of Museums as listed in the Appendix.

Accession procedures -- Administrative staff will establish procedures for the care of the Collections, including care and handling, protection from fire, theft, vandalism and natural disaster, and general conservation.

Records -- the Museum will maintain an established system for preservation of data on Collections. This system will be divided into two general categories; records associated with registration functions and records associated with curatorial functions.

Record keeping -- Collections records will be timely made, housed in secure locations, and physically preserved by proper handling and storage methods, in accordance with Collections Division Operating Procedures.

Title -- The Curator of Collections is responsible, in good faith, to discover or research whether the object has a valid clear title and is not unethically acquired or unscientifically excavated, and complies with all criteria. If doubt exists, the Curator will consult with scientists or other curators with expertise in the area. This applies to acceptance of items for accession, loan, exhibit or other purposes

Deed of Transfers -- In donating an item, the donor transfers all possessory rights in the object to the Society or City.

Copyright -- Copyright to all materials owned by the Museum follows current copyright law. Unless otherwise negotiated or covered under previous copyright law, the Museum will endeavor to obtain copyright to all materials acquired by donation or purchase.

Inventory -- The Curator of Collections will supervise a biannual inventory, with an independent person as a check and balance. Spot-check inventories will be made on items on exhibit on a weekly basis and on items stored in Collections on a monthly basis.

Yearly Review -- A yearly review of the scope of the Collections will be conducted by the Curator, in order to provide a focus for acquisitions and acceptance of donations. The product of this review and resultant recommendations will be presented to the Collections Committee.

Collections Committee -- The committee will be composed of: the Curator of Collections, Museum Director, and one representative each from the Tongass Historical Society and the Museum Advisory Board. This committee will operate according to its Code of Ethics and procedures as outlined in the Collections Division Operating Procedures.

Resale -- The Museum and The Tongass Historical Society must hold an item for a minimum of two years before the item may be considered for deaccessioning, trade or resale. No item may be accepted as a donation with the intent that it will be used for immediate resale.

Restrictions on Gifts to the Museum -- The Museum and The Tongass Historical Society do not accept gifts with special conditions or restrictions on usage. Exceptions to this must be negotiated between the donor and the Curator of Collections, and confirmed in writing by the Museum prior to acceptance of such a donation.

Appraisals -- The Museum and The Tongass Historical Society do not provide appraisals for donors. In the event an appraisal is needed, the donor must arrange for an independent appraisal at their own expense.

Fees -- The Museum reserves the right to establish fee structures for Photograph duplication, and for commercial use of objects, documents or reproductions of objects or documents from the collection.

Archival Collections Policy

The following policies apply specifically to archival materials:

1. Archival materials will be collected and accepted following the general policies and criteria for the Museum as described in Collections Division Policies and Procedures Manual.
2. The Museum follows the American Association of Archivist ethics and procedures for archives, including:
 - a) Maintaining the integrity of arrangement of an archival collection until the collection is reviewed by the Curator;
 - b) Providing only one registration number for a collection of documents. Other types of archival materials and objects donated as one integral group with documents will receive their own object numbers as part of the primary registration number.
 - c) Finding aids to collections will be produced on a regular basis;
 - d) Catalogues for major collections will be produced as funds are available.

3. Archival materials are collected for two purposes, interpretation through exhibit, and research, the latter being the primary purpose.
4. Archives should be available to scholars in a reasonable location and on a regularly scheduled basis, subject to budgetary constraints.
5. Archives are to be managed following professional archival administration techniques.

Deaccession Policy

Objects in the collections should be retained if they continue to be pertinent and useful to the programs and activities of the museum, and if they can be properly stored, preserved, and used. The Museum and the Tongass Historical Society hold the right to deaccession any item from the permanent collections deemed not relevant or appropriate to their Collections. These items may be offered in trade or sold to another public Museum or educational institution or not-for-profit organization, or offered at public auction. In no case will deaccessioned items be sold in the Museum store

1. The decision to deaccession will be made by the Collections Committee upon recommendation by the Curator of Collections and approved by Museum Director, or Tongass Historical Society Board, accordance with policies approved by the Museum's governing authority.
2. Deaccession methods must be in the best interests of Museum, its public, the public trust, and the scholarly and cultural communities,
3. No object may be deaccessioned until it has been in the Society's or Museum department's collections for a minimum of two years. Nothing may be accepted into the collections if it is expected to be deaccessioned within two years.
4. Objects deaccessioned through method #1 should be placed either through gift or exchange or sale in another tax-exempt public institution where they may serve the purpose for which they were originally acquired.
5. Clear and consistent records, including photographs, must be maintained on all deaccessioned objects.
6. No staff member, nor any Tongass Historical Society member, Museum Board member, or member of their immediate family may purchase individually or at auction an item deaccessioned from the Museum.
7. Objects offered through method #2, preference will be given to sale at advertised public auction or public marketplace that will best protect the interests of the Museum or Society.

In either instance of items offered for sale, before deaccessioning any object, the Museum must put forth its best efforts to determine it is free to do so. When restrictions as to deaccession of objects apply, the Museum should:

1. Observe mandatory restrictions directly unless deviation from their terms is authorized by a court of competent jurisdiction.

2. Make reasonable efforts to comply with precatory restrictions if such restrictions apply.
3. If it is reasonable to do so, the Museum should notify the donor of its intent to deaccession the object.
4. Contact an attorney if there is any question as to the intent or force of restrictions.

Accessibility to Collections

Photos, Archives, Objects may be accessed as follows:

1. The Museum Director, Curator of Collections, and Registrar are alone authorized to remove items from storage.
2. The Public is not allowed in storage areas, except when accompanied by authorized staff member.
3. All non-permanent staff and members of the public will sign-in and sign-out on the door register when entering or leaving Collections or Archives storage areas, and will obey any restrictions required of them. This includes wearing gloves, no use of hot lights, no wearing of outside jackets or coats, etc.
4. All inquiries to view artifacts or photos will be processed through the Public Research areas.
5. All guest curators, instructors, or other persons who are conducting programs at a Department facility and who bring their own tools, equipment, specimens or artifacts with them must register same with the Curator of Collections prior to the start of their program
6. Public research area will be maintained within the Department, providing chair and table and reference works.
7. A vertical file will be maintained for use by the general public.

Loan Policies

1. Museum accepts loans of items on the following basis:
 - a) For use in temporary exhibits.
 - b) For use in long-term exhibits
 - c) For short-term research use;
 - d) To be duplicated, with the duplicates entered into the Collections.
2. All loans must follow Collections Division Operating procedures.

3. All impending loans must be approved in writing by the Curator of Collections and/or the Museum Director. The Registrar is responsible for processing loans and for seeing to the return of loans.
4. It rests with the discretion of the Museum as to whether or how long objects lent to it shall be exhibited to the public.
5. The Museum will not grant permission to copy or photograph loaned objects without first securing consent of the owner or of his or her duly authorized agent or legal representative.
6. **Loan Returns** -- The Museum may never return a loan to anyone other than the persons (or the legal representative of their estate) from whom it was received without their written authorization to do so and without presentation of the Loan Receipt. In the event that a third person claims an article on loan to the Museum as theirs, the Museum or society may not deliver it to either party. The Museum or the Society may request that the Courts determine which of the parties is entitled to the article.
7. If the owner of the loan has died, the executor or administrator of his estate must provide as a minimum, a court certificate of recent date showing their appointment, a receipt signed by the lender and a waiver by the by the State Inheritance Tax authorities, if applicable.
8. **Recertification of Loans** -- Collections staff will make every attempt to contact each lender prior to the expiration date of the loan to determine the disposition of the loan, following Collections Divisions Operating Procedure.
9. **Unclaimed Loans** -- All items within the Collections whose ownership can not be determined, or whose owner does not come forward to claim the property, may revert to ownership by the Museum only after every reasonable attempt has been, made to identify and Locate the owner. Proper notice of intent is herein defined as:
 - a) The Museum shall be deemed to have given a lender notice of intent to terminate a loan if the Museum sends the notice to the lender at the lender's last known address and proof of receipt is received by the Museum within thirty (30) days from the date the notice was mailed. If the Museum does not have an address for the lender, or if proof of receipt is not received by the Museum thirty (30) days after mailing, notice shall be deemed given if the Museum publishes notice at least once a week for four- (4) consecutive weeks in a newspaper of general circulation in the city in which the owner was last known to reside according to Museum records. A notice shall contain the lender's name, the lender's address, if known, the date the loan was originally made and the name, address and telephone number of the appropriate person to be contacted at the Museum for information regarding the property.
 - b) **Notice of Intent to Terminate** a loan shall substantially contain the following language:

The records of the *City of Ketchikan Museum Department*, and/or *Tongass Historical Society, Incorporated*, of Ketchikan, Alaska, indicate you have property on loan

to it. The Museum and/or the Tongass Historical Society wishes to terminate the loan, or, "the period of the loan has expired." You must contact the Museum, establish your ownership of the property, and make arrangements to collect the property

- a) Any property held by the museum for twenty-five (25) years or more after the above-specified notice requirements have been satisfied and to which no person has made claim, shall be deemed abandoned. The property shall become property of the Museum, provided that the Museum has published notice for four (4) consecutive weeks of the Museum's possession of the abandoned property in a newspaper of general circulation in the community in which the lender was last known to reside according to Museum records. The notice shall contain the lender's name, the lender's last known address, if any, the date of the loan, the address and telephone number of the appropriate person to be contacted at the Museum for information regarding the property, and a statement that if the lender does not claim the property within thirty (30) days from the date of the last published notice, the property will become the property of the Museum, or Tongass Historical Society, Inc..
 - b) If no claim has been made to the property within thirty (30) days from the date of the last published notice of the Museum's possession of abandoned property, title to the property shall vest in the Museum free from all claims of the owner and of all persons claiming through or under him, or her.
2. Failure of the lender to withdraw a loan within a reasonable: time after notification will cause the loaned object(s) to be stored at the lender's risk and expense and without insurance coverage.
 1. When an item (or items) are returned to the owner, a form indicating receipt by the owner must be completed and filed with the Museum Collections Division.

Loans of Museum Collections

1. The Museum may loan items within its Collections.
2. The Museum reserves the right to deny any and all requests for loans.
3. All loan-outs must follow Collections Operating Procedures.
4. The Museum may not loan items to individuals for private exhibit or use, nor may it loan items that are on loan to the Museum from another entity.
5. Loans of Museum items must be:
 - a) For exhibit, educational, conservation or research purposes only;
 - b) To other not-for-profit museums or educational institutions;

- c) only with certified replacement-value wall-to-wall insurance coverage
- d) For short-term needs only, the amount of time to be specified on the form;
- e) Only upon joint review by the Collections Committee.
- f) Unless otherwise agreed, all costs of packing, transportation, customs, insurance and other loan-related costs shall be born by the borrower.
- g) Objects lent must be returned to the Museum in satisfactory condition by the stated termination date.
- h) All items leaving the Collections must have a written record indicating why they were removed and to where.
- i) The Museum reserves the right to cancel the loan for good cause at any time, and will make every effort to give reasonable notice thereof.
- j) Security at the recipients place must meet comparable standards as those of the lender:
- k) Items may be only exhibited in cases secured by a lock system.
- l) Fire extinguishers must be readily available in the area in which the items are stored or exhibited.
- m) The room in which the items are stored and/or exhibited must be secured by lock during closed hours.
- n) A security monitor must be on duty when items are on exhibit.
- o) Acid-free materials must be used in displaying or storing items.
- p) The areas in which the items are displayed or stored must be environmentally monitored on a weekly basis.
- q) Specific standards for relative humidity as set for each loan item must be followed.
- r) Specific standards and restrictions for exhibiting each loaned item must be followed.
- s) The borrower shall bear the costs of any damage to the object(s) loaned by the Museum.

Registration Numbers

In its simplest form, the registration process allows for each item brought into the Collections, whether they be on loan, an accession or a purchase, to be separately identified by a number.

Each accession is first given a place in a closed number series that is limited to the current year, the entity under whose stewardship the accession falls, and the number of accessions in the year; next, every object within an accession is given a place in the closed number series that is limited to the number of objects in the particular accession.

By using this system, every Accession Number and every Object Number is unique, identifying the accession and then the object. Whether an item is donated, purchased or loaned, it is processed in the same manner, using the forms approved for each. The forms necessary for an accession are: temporary or final receipt of donation, transfer of title and copyright (when applicable). The forms necessary for a loan are: loan receipt, insurance record, condition report. All further documentation is accomplished through the computer as described in "Accessioning through the Computer."

HISTORY OF ACCESSION NUMBERS IN THE MUSEUM DEPARTMENT'

Between 1961 and 1982, all artifacts housed at the Museum were under the stewardship of Tongass Historical Society. The number system used during those years was a four-number series, using year, month, accession # and object #. At the beginning of 1982, the month was dropped from the series, leaving a three-number sequence, year, accession #, object #. At times prior to 1982, this three number sequence was also used. Inconsistent is the best way to describe the manner in which accessions were numbered.

Meanwhile, objects acquired for the Totem Heritage Center were accessioned using a three-number sequence that was identical to the Tongass Historical Society items. Thus, a THC object could have the same accession number as one of the Tongass Historical Society items that was acquired after 1982. Photographs were also accessioned using a three-number sequence, but were given a TH prefix. but since both Collections were housed separately and were processed by separate staff members, they could not easily be confused with THS Collections-

Between 1983 and 1985, the Museum Department reorganized. Collections management for both the Tongass Historical Museum and the Totem Heritage Center was made the responsibility of the Collections Division under the supervision of the Curator of Collections. Collections Division staff would accept and register items belonging not only to THS, but also to the City. Further, in 1985, the City of Ketchikan began to acquire artifacts related to general Ketchikan history, rather than just to Native heritage. Storage of artifacts was also reorganized, utilizing the best storage potential of each facility.

In order to effectively accession THC items and not have them become mixed up with THS items, it has become necessary to differentiate which entity is responsible for which artifacts. Since the computer program written for collections management must accommodate the four-number series for the 1961-82 acquired artifacts, and since artifacts acquired since that time no longer needed the "month" number, it was determined to use either 01, 02, 03, or 04 in the slot previously occupied by the month number (Note the leading in the collection part of the number has been dropped). All items donated to or purchased by the City for THC are entered into the computer using the year, 2, accession #, object #. All acquisitions for Tongass Historical Society will be accessioned according to this same system, using year, 1, accession #, and object #.

CITY: 86.2.1.1

THS: 86. 1. 1. 1

All items loaned to the City are entered into the computer using the letter “L”, year, 4, accession #, object #. All items loaned to Tongass Historical Society are entered the same manner, using the letter “L”, year, 03, accession #, and object #.

CITY: L86.4.40.1

THS: L86.3.40.1

Additional suffixes have been created in the past to further designate an item:

*An item ending in **EDUC** designates a book that may be checked out by a staff member from the Staff Museum Reference Library. (Numbering scheme has been revised to eliminate confusion starting in 2006) See Education Collection*

*An item ending in **TEMP** designates an item that has been found in the collection, and the status of which has yet to be determined. (Numbering scheme has been revised to eliminate confusion starting in 2007) See FIC Collection*

Current Non Accessioned tracking numbers

The Research Collection & Education Collection track materials that are not accessioned into the Permanent Collection. A system mimicking but clearly separate to the accession numbering system has been devised to track the item. The collection / item is prefixed with either RC or EDU based on use and a “0” after the year to further indicate the item(s) are not a part of the permanent collection.

RC year.0.collection.item number (if large collection) RC 2006.0.1.1 or EDU
2006.0.1.1

The Found In Collections numbering scheme has been revised to track items found in collection without documentation.

Items are numbered beginning with the prefix FIC followed by a sequential number

FIC item number FIC 1

A Prop Collection has been created to track materials that are not accession candidates.

An item is numbered beginning with the prefix PROP then the collection number, followed by the four digit year number, and an object number for large collections of items,

PROP item number PROP 1

Collection Division Computerization Program

In the mid 1980’s a collection management system was set up on the City of Ketchikan’s AS 400 main frame computer system, and while this was an improvement on the hand written card

system, the system was not as useful as it could have been, and was replaced by a PC based system in 1994. Between January 1, 1994, and March 2003 Collections Division used SNAP! as our collections management software. From March 2003 the museum switched to PastPerfect software for collections management. We used PastPerfect version 3 until December 2004 when we upgraded to version 4, and most recently upgraded to Version 5 in June of 2011.

As of January 1, 1995, The Registrar maintains the City of Ketchikan Running List, Tongass Historical Society Running List, and The City of Ketchikan Loan Running List in the latest version of Microsoft Word, currently Office 2010. Additional running lists are also maintained for the Research Collection / Educational Collection, Found in Collections collection, and the Prop collection.

GLOSSARY

Accession: An item or group of items donated to a museum at a specific time.

Accession Number: The sequential number given to an item when it is brought into the collection, beginning with year, trust code, and serial number within that year, and item number within accession group.

Acquisition: An item acquired by the Museum or Society either by purchase, gift, or loan, for placement within the Collections.

Archives: The collection of two-dimensional materials held in trust by the museum, primarily made of paper, which are stored and arranged, following the museum's or subject listing.

Archives Storage: The high security area within the museum building in which two dimensional objects are stored.

Artifact: 1. Any human-made object. 2. a three dimensional object which, due to its historical value, has been donated or loaned to the museum.

Catalog: A listing of objects from within the museum's collections arranged by type, creator, owner, or, exhibit.

Collection: 1. A specific group of items donated or loaned to the Museum by one party, *e.g.*, Manty Collection; 2. A group of objects donated or loaned for a special exhibit. 3. a specific group of items which bear some relationship to one another, *e.g.*, the photograph collection, the basket collection, etc.

Collections Management Program: Computer program called SNAP! located on the Department's IBM compatible LAN into which collections registration data is entered and available for access.

Collections Policies: The professional standards for museum operations and ethics as regards collections.

Collections Procedures: The step-by-step tasks associated with management of the Museum's collection, designating levels of responsibility.

Collections Storage: The high security area within the museum building in which three dimensional objects are stored.

Collections: The entire holdings-in-trust of the museum.

Condition Report: A form, which when completed, describes the physical condition of an object, including details of any damage or abnormalities.

Conservation: The application of science to the examination and treatment of Museum objects and to the study of the environment in which they are placed.

Copyright: An author's, artist's, or photographer 's exclusive and, legal right of printing, reprinting, publishing and selling their original works for a specified period of time.

Curator of Collections: the person responsible for the care and maintenance of all collections falling under the care of the Museum and the records associated with those collections.

Deaccession: The act of legally removing an accession from trust under the care of the museum and transferring either trusteeship or ownership to another party.

Deed of Gift: A contract that transfers ownership of an object or objects from a donor to an institution. It should include all conditions of the gift.

Document: A two dimensional object, usually made out of paper and relating specific information with historical value.

Documentation: The information accompanying an item acquired by the Museum that explains what it is, who used it or valued it, and why. This may be gained through oral testimony of the owner, documents accompanying the item, or through research by staff in technical and professional resources.

Ephemera: Two and three dimensional objects that relate specific historical information but which are of limited value without further material to accompany them in order to interpret their significance. For example: campaign buttons, ticket stubs, birth certificates, etc.

Historical Association: The person(s), place, event, or culture to which an item or group of items relates and from which one may infer significance

Library: The collection of non-circulating published books and pamphlets held as reference works by the Museum and the Society.

Loan: 1. An item from the collections legally under the trusteeship of the museum that is temporarily loaned to another entity; 2. An item loaned to the museum by an outside party.

Loan Number: Same as a Registration except followed by an "L" as the fifth digit.

Loan Receipt: The legal document conveying trust of an object or objects on a temporary basis to the Museum.

Manuscript: An original piece of writing varying of lengths in unpublished form.

Museum: -- The exhibit, storage and office areas occupied by City of Ketchikan Museum Department staff, and holding the collections of the City of Ketchikan and the Tongass Historical

Society. It is also referred to as the Tongass Historical Museum, currently located at 629 Dock Street, Ketchikan, Alaska 99901.

Nomenclature: The standardized object classification system for museums as contained in Chenhall's Nomenclature.

Object Number: The fourth number in the Registration Number series. It is preceded by the year designation, stewardship code and accession number. A different object number is assigned to each object within an accession, thus creating a number string that is unique to that object.

Out-going Loan receipt: A document prepared by the Museum providing for a signed acknowledgment of the arrival of the loan to the borrower and for receipt of the object back by the Museum.

Permanent Loan: A mistaken reference to the length of time loans to the Museum is held. All loans are temporary.

Photograph Collection: All the photographs held in trust and maintained in separate storage by the museum.

Provenance: The background and history of ownership of an item.

Public Trust: The confidence reposed in person or group by conveying to them the legal title to property which they are to hold for the benefit of the public.

Registration: The process of creating and maintaining a record of trusteeship for an item under the care of the museum.

Registration Number: The number series given to an accession, consisting of the two-digit year designation, stewardship code, accession number, and object number.

Registrar: The person responsible for maintaining the legal records of each object in the care of the museum.

Representative Collection: A grouping of items, which, in their relationship one to the other, depict a particular theme, industry, event, era, or culture.

Running List: The registry of all items coming into the care of the Museum, whether on loan, by purchase, or as a donation. A new list is made for each year. The lists become part of the permanent documentation of the objects within the collections.

Specimen: 1. An item made by natural forces, *e.g.*, mineral specimens; 2. A living or once living item, *e.g.*, a preserved salamander.

Subject List: An alphabetical listing, divided by category, under which artifacts, documents, photographs, and the vertical file are arranged.

Temporary Receiving Form: The form completed upon receipt of an item by donation or purchase and signed by the donor and curator.

Trusteeship: The act of administering for the benefit of another legally entrusted to oneself or to a group, also known as stewardship.

Vertical File: General information about Ketchikan and Alaskan history and culture that is of instructional and secondary research value more than of historical value.

Volunteer: A person donating time to any number of projects assigned and supervised by museum staff.