

COLLECTION POLICY

SECTION I. PURPOSE

The collection policy of the Little River Band of Ottawa Indians establishes the principles and procedures for the acquisition, care, use, and management of the tribe's object, archival, and cultural collections. The tribe is committed to maintaining a strong ethical and professional management control over these collections.

The tribe holds its collections in trust for all the members of the Little River Band of Ottawa Indians and recognizes its responsibility to ensure the highest standards of care and security to preserve these collections for future generations.

SECTION II. COLLECTION STATEMENT

The Little River Band of Ottawa Indians collects to preserve, promote, and protect history, culture, and identity of our Tribe. We maintain and manage these collections for current and all future generations.

These goals are achieved through the following activities:

Preservation - The tribe collects to preserve the past and present identity of the tribe.

Education - The tribe collects to educate tribal members, and the general public about the history and the culture of the people of the Little River Band of Ottawa Indians.

Research - The tribe collects to provide accurate information to researchers, students, tribal members, and the general public about the people and the culture of the Little River Band of Ottawa Indians.

SECTION III. COLLECTION SCOPE

The collection of the Little River Band of Ottawa Indians consists of artifacts and other objects that represent a range of materials, all relating to the history, and the present, of the people and the culture of the Little River Band of Ottawa Indians. These materials include, but are not limited to:

historical artifacts	archival records
ethnographic artifacts	sacred materials
contemporary artifacts	original art;

and materials and human remains acquired through the Native American Graves Protection and Repatriation Act (NAGPRA).

SECTION IV. COLLECTION TYPES

The object/artifact collections of the Little River Band of Ottawa Indians may be identified as belonging to one of three collection types: Permanent, Hands-On, or Archival.

Permanent Collection

The Permanent Collection contains accessioned materials requiring the most restricted levels of access, Placing an object in the Permanent Collection denotes the intent to preserve and protect the object/artifact for future generations. Access to the Permanent Collection is primarily through exhibitions, research, or educational programs.

Considerations for placing an object in the Permanent Collection include:

- 1) The object represents an important element in the historical, natural, social or cultural story of the Great Lakes Anishinabe.
- 2) The object fills a gap in the interpretive scope of the Permanent Collection.
- 3) The nature of the object requires strictly monitored conditions for storage and care.

Sacred & Ceremonial Collections - The Little River Band of Ottawa Indians may also maintain within its Permanent Collection, materials that are considered to be culturally sensitive and may have significant Sacred or ceremonial importance to the tribe. These collections may demand the highest levels of restricted access.

Hands-On Collection

The Hands-On Collection includes those accessioned materials, which are actively and regularly used for active, educational programs. These collections may be used with varying levels of supervision according to the following definition;

Objects designated part of the Hands-On Collection are considered to have their greatest value to the tribe as potentially expendable programs. These objects may be used with minimal supervision but must still be maintained with appropriate and regular inventory and record keeping.

The Hands-On Collection is composed of objects directed to this collection by the recommendations from the Historic Collections Commission. This may include materials that are newly accessioned, accessioned materials transferred from the Permanent Collection, object/artifact reproductions, and object(s) purchased for the expressed intent of inclusion in the Hands-On Collection.

Archival Collection

The Archival Collection consists of documents, manuscripts, photographic and video records, voice recordings and printed materials related to the history of the Little River Band of Ottawa Indians.

SECTION V. ACQUISITIONS & DEACCESSIONS

Acquisitions

Acquisitions are a means for the tribe to strengthen and increase the preservation and educational value of their collection. Materials may be acquired by purchase, gift, bequest, transfer, exchange, field collection, or other appropriate means.

However, the tribe cannot acquire materials indiscriminately. The responsible and ethical management of a collection demands reasonable consideration be applied to the addition of any object or artifact to the tribe's collection. These considerations should include:

- 1) The object/artifact represent the collection scope and goals of the tribe.
- 2) The tribe has the resources to fully maintain and care for the object/artifact indefinitely.
- 3) The object/artifact is in a physical condition appropriate for its intended use by the tribe.
- 4) The object is well documented as to its origins, history, and past ownership.

In addition:

- 5) The tribe will acquire objects/artifacts for its stated purposes, not simply to acquire.
- 6) Objects/artifacts for which the tribe anticipates no foreseeable use for exhibition, research, or educational purposes will not be accepted.
- 7) The tribe will not accession any object/artifact for the express purpose of sale or exchange.
- 8) No object/artifact will be acquired, in any manner, if it is known, or suspected by the tribal governing body, any officer, or employee, to have been purchased, exported, or otherwise illegally obtained.
- 9) All objects/artifacts are accessioned on an unconditional basis to be used at the tribe's discretion. Although the tribe acquires clear title to all accessioned materials, it is always as a trustee for the members of the Little River Band of Ottawa Indians.
- 10) The tribe will not accept donations with the condition that the object/artifact will remain in the collection of the tribe forever.
- 11) The tribe will not accept donations with the condition that the object/artifact will always be on

exhibit; will be located at a specific tribal property; or be associated with other particular objects/artifacts.

Commencement of Ownership

Every tribal employee or member authorized to acquire objects/artifacts for the tribe through purchase, gift, exchange, field collection, or other means will reasonably ensure that valid and legal title can be transferred and obtained by the tribe. It is essential that the tribe establish clear title to new acquisitions.

The time at which the tribe is considered to have taken possession of, and to legally own, an object/artifact may vary with the method of acquisition. Review by the tribe's Historic Collections Commission is required for all acquisitions.

Additional conditions are as follows:

- 1) Gifts/Bequests - The tribe is considered to own the Rem when a Deed of Gift has been legally executed.
- 2) Purchases - The tribe is considered to own the item when it has rendered payment for the object/artifact, subject to any conditions of delivery, and is in possession of a legally binding receipt.
- 3) Exchanges - Same as Gifts/Bequests
- 4) Abandonment - Ownership commences in accordance with the legal statutes of the State of Michigan pertaining to the abandonment of museum property. The tribe will be guided by the advice and recommendations of the attorney for the Little River Band of Ottawa Indians.

Authority To Acquire

The Tribal Council alone has the authority to acquire objects/artifacts to be held in trust for tribal members. The tribe's Historic Collections Commission is entrusted with making recommendations to the Tribal Council regarding the acquisition and management of the tribe's collections.

The Tribal Council is under no obligation to accept the recommendations of the Historic Collections Commission.

All potential acquisitions will be presented to the Historic Collections Commission by the tribe's collections manager. The Historic Collections Commission is under no obligation to accept the recommendations of the collections manager.

Other tribal employees, members, or members of the general public wishing to offer objects/artifacts to the tribe for acquisition, must refer such requests to the tribe's collections manager.

Deaccessions

The reasonable and responsible management of a collection demands that opportunities exist to refine and strengthen the collection through the removal of accessioned material. Deaccessioning, or the act of removing an accessioned object from the tribe's collection must be done with great care and consideration and with the best long-term interests of the tribe in mind. All designated procedures for deaccessioning must be scrupulously followed.

Considerations for deaccessioning a collection item should include:

- 1) The object/artifact is no longer or never was relevant and useful to purpose, activities or scope of the tribe's collection goals.
- 2) There is a danger of not being able to preserve the object/artifact properly.

- 3) The object/artifact has deteriorated beyond usefulness.
- 4) The data accompanying the object/artifact is so incomplete that the material has little or no cultural or historical value.

Restrictions

The tribe may deaccession any object/artifact unless the material was accessioned with acceptable, legally binding restrictions to the contrary. Before any material is deaccessioned, reasonable efforts will be made to determine that the tribe is free to do so. Where restrictions to the disposition of an object are found, the tribe will seek the advice of the Tribal Attorney. Nothing in this policy should be interpreted as contravening or superseding tribal, state, or federal laws.

Procedures

Only the Tribal Council has the authority to deaccession materials from the Tribe's collection. The tribe's collection manager submits recommendations for deaccessions to the Historic Collections Commission based on the deaccession criteria outlined above. The Historic Collections Commission is under no obligation to abide by the recommendations of the collections manager. If the Historic Collections Commission concurs with the recommendation to deaccession, the issue will be brought before the Tribal Council. However, the Tribal Council is under no obligation to abide by the recommendations of the Historic Collections Commission.

Hands-On Collection

Accessioned materials entered into the tribe's Hands-On Collection do not need to be formally deaccessioned. Their status as part of the Hands-On Collection denotes that they were accepted for active program use and may have an expected short-term life span. At the discretion of the collections manager, these materials may be disposed of when they no longer have educational value.

Priorities and Methods of Disposal

Once a decision has been made to remove an object/artifact from the tribe's collection, first consideration will be given to the original donor, or lineal descendants of the original donor. In such cases, the burden of proof of ownership resides with the individual or family. In the case of multiple descendants each claiming ownership, ultimate distribution will be determined by probate.

Lacking lineal descendants or if the descendants have no future interests in the object/artifact, the following priorities for deaccession will be observed:

- 1) *Exchange with another educational, cultural, or scientific non-profit institution.* The formal reciprocal transfer of objects or specimens of comparatively equal value between two or more institutions serves to advance the research, education or exhibition programs of each organization while increasing the probability of preserving the materials for the future benefit of society.
- 2) *Gift to another educational, cultural, or scientific non-profit institution.* Gifts of deaccessioned materials are limited to legitimate non-profit institutions as recognized by state or federal government. Great Lakes tribal institutions will have priority in receiving such gifts.
Gifts will be made for the purpose of promoting research, education or exhibition and must be for the public good.
- 3) *Sale.* If object(s) are offered for sale, primary consideration will be given to the following procedures and stipulations:
 - a) All sales of deaccessioned materials will be carried out through an advertised auction. Auctions may be conducted strictly for tribal members, or opened to a wider public audience.
 - b) In all cases of items offered for sale, a reserve price may be established in advance, or all

offers rejected if the Historic Collections Commission determines that such action is advisable.

c) Objects will not be given or sold directly or indirectly to members of the Historic Collections Commission, Tribal staff, or Tribal Council, except that objects may be sold to members of the Historic Collections Commission, Tribal staff, or Tribal Council at an advertised auction.

d) All proceeds realized from the sales of materials removed from the collection will be allocated exclusively for the support of collection acquisition and/or conservation.

4) *Destruction*. Deaccessioned items designated for destruction must in fact be destroyed; they may not be kept by staff members nor given to relatives, friends or acquaintances. Means of destruction will at all times be sensitive to spiritual or religious considerations. Means of destruction will at all times be sensitive to issues of personnel and environmental safety and cognizant of local, state, and federal restrictions.

SECTION VI. COLLECTION DOCUMENTATION

Accountability

Documentation forms an important part of an object's value to the tribe. Records also provide the means by which the tribe establishes its right to legally possess an item, either through permanent ownership or short-term loan. Careful and explicit record keeping allows the tribe to systematically classify and catalog collection object(s) to know their history, condition and location.

Collection records should be made in a timely fashion, housed in a secure location and physically preserved by proper handling and storage methods. Where possible, duplicate registration and accession records should be made and stored in separate facilities as a security precaution. Records should be kept on archival paper to ensure their preservation.

The tribe must be able to prove legally that it owns and possesses clear title to its permanent and educational collections. To this end, the tribe must document and account for the object/artifacts for which it has assumed responsibility.

Registration

Registration of an object/artifact involves compiling and maintaining a cumulative record of each object(s) in the tribe's collections. It provides an immediate, brief, and permanent means of identifying collection materials and recording its source, status and disposition. Registration covers five basic areas:

A. *Accessioning* - the act of recording and/or processing an addition to the tribe's permanent or hands-on collections which:

- 1) gives the tribe legal title to the object, and
- 2) commits the tribe to assuming responsibility for the proper care and use of the object.

B. *Cataloging* - the creation of a full record in complete descriptive detail of all information about an object, assembly or lot, cross-referenced to other records and files.

C. *Deaccessioning* - the process of removing an object from the collection by legal means.

D. *Inventorying* - the process of periodically locating and listing accessioned, loaned or borrowed object(s) by location.

E. *Lending/Borrowing* - the process of contracting for the borrowing or lending of objects/artifacts for temporary or extended periods, between the tribe and other responsible institutions or individuals. Loans are undertaken under the terms of a loan agreement which:

- 1) forms a contract between lender and borrower
- 2) specifies terms and conditions of the loan including respective responsibilities of each

party. (See Use and Access, - Incoming and Outgoing Loans).

Accessions

An accession is a single or group of object(s) acquired from a single source at one time. To accession is to record an addition to the collection. As soon as an object is formally accepted as part of the tribe's Permanent or Hands-On collection, it must be accessioned by assigning it a unique control number referred to as the accession number, and by completing the documentation described in the following subparagraphs. All collection items acquired by the tribe must be formally accessioned. The tribe will use one standard accession system for all additions to the Permanent, Hands-On, or Sacred & Ceremonial Collections.

All accessioning will be handled through the office of the tribe's collection manager, It is the responsibility of the collection manager to maintain a complete record of accessions. Documentation required for accessions is described in the following paragraphs.

A. *Donations/Gifts/Exchanges* - Documentation for gifts to the tribe's collection consist of a Receipt of Delivery, Deed of Gift and an Accession, Record.

1) *Receipt of-Delivery*: records the actual date the tribe took physical possession of the object(s).

2) *Deed of Gift*: contract giving the tribe unconditional ownership, (including copyright), must be signed and dated by the donor and the tribe's collection manager. and include a good physical description of the object/artifact(s) being donated.

3) *Accession Record*: records basic data about each object being donated.

B. *Purchases* - Purchases will be documented in the same manner as gifts, with the exception of the Deed of Gift. In its place, the collection manager will obtain a copy of the invoice or bill of sale.

C. *Abandonment* - Documentation of object(s) obtained through abandonment proceedings will be as directed by the Tribal Attorney.

D. *Field Collection* - Specimens and object/artifact(s) gained through field collection will be documented using a Receipt of Delivery and Accession Record. The original field notes will become part of the object(s) permanent accession file. (see also section: Ethics-Field Collecting)

Cataloging

Cataloging is the function of classifying object/artifact(s) systematically and with descriptive detail. Cataloging records all significant facts and data regarding the physical appearance and history of object(s) accepted into the tribe's collection. Much of the value of a specimen or object depends on its history, provenance and related data recorded during cataloging.

It is the tribe's goal to provide catalog information for each accession. Catalog records should provide complete information about an object as well as its current location.

Cataloging is not a substitute for accessioning. Cataloging involves the description of an object but does not establish the tribe's legal ownership of it. All Permanent and Hands-On collection object/artifact(s) must be accessioned. Only Permanent collection object(s) must be accessioned and cataloged.

Deaccessions

The tribe holds its collections in trust for past, present, and future generations. Deaccessioning, or the act of removing an accessioned object from the tribe's collection must be done with great care and consideration and with the best long-term interests of the tribe's programs in mind. All designated procedures for deaccessing must be scrupulously followed.

A. Considerations for Deaccessioning

- 1) The object is no longer or never was relevant and useful to the purpose, activities or scope of the tribe's mission.
- 2) There is a danger of not being able to preserve the object properly.
- 3) The object has deteriorated beyond usefulness.
- 4) The data accompanying the object(s) is so incomplete that the item has little or no cultural or historic value.

B. Restrictions. The tribe may deaccession any particular object/artifact(s) unless the material was accessioned with acceptable, legally binding restrictions to the contrary. Before any object is deaccessioned, reasonable efforts will be made to ascertain that the tribe is free to do so. Where restrictions to the disposition of an object are found, the tribe will seek the advice of the Tribal Attorney. Nothing in this policy should be interpreted as contravening or superseding tribal, state, or federal laws.

C. Procedures. If deaccession does not conflict with the established tribal collection goals, the collection manager will forward a proposal for deaccession to the Historic Collections Commission. If the deaccession is approved by the Historic Collections Commission, a recommendation for deaccession will be forwarded to the Tribal Council for their earliest consideration. If approved by the Tribal Council, the collection manager will then change the object's status in the permanent records to "Deaccessioned", and will proceed with the recommended means of deaccession.

- 1) *Hands-On Collection:* Accessioned object/artifact(s) entered into the tribe's Hands-On Collection do not need to be formally deaccessioned. Their status as part of the Hands-On Collection denotes they were intended for active program use and may have an expected short-term life span. At the discretion of the collection manager, object/artifact(s) from the Hands-On Collection may be disposed of when they no longer have instructional value.

SECTION VII. USE & ACCESS

The collection program of the Little River Band of Ottawa Indians fulfills a number of important educational objectives of the tribe. These educational objectives range from the preservation and care of tribally owned materials, to the identification of personally owned artifacts and suggestions on their proper care. Additionally, the tribe's collection program provides research opportunities to students of history and material culture.

Means of Access

The tribe provides access to its Permanent and Hands-On Collections in a number of ways, including

- A. Responding to written or verbal research inquiries or general questions.
- B. Lending artifacts to institutions or their representatives for research, educational or exhibition purposes.
- C. Allowing physical access to the collections and/or exhibition areas through exhibitions, other educational programs, and on-site research.

Criteria for Providing Access

- A. The collections and/or its supporting documentation must be in a condition to support the access request.
- B. The tribe's resources must be available to support the access request, i.e., adequate staffing levels, availability of proper storage/study/work space, etc.
- C. The collections must be used in an appropriate manner; access shall not jeopardize the safety of the collection or be in conflict with the tribes educational role.
- D. Research access to the Permanent Collection requires the submission of a written request. Access

cannot be provided without an appointment.

Qualifications for Access

It is essential that personnel using the collections be reliable, responsible, and versed in appropriate artifact/specimen handling. The collections must be protected as much as from improper handling, breakage, accidental damage and misplacement, as from theft or intentional damage. The collections are not open for random browsing. The tribe may limit access to specific areas of the collections. The collection manager is ultimately responsible for the physical safety and accountability of the collection.

Incoming and Outgoing Loans

Loans are temporary physical transfers of object/artifact(s) from one institution or individual to another where there is no transfer of ownership. Lending or borrowing is undertaken only under the terms of a loan agreement which forms a contract between the lender and borrower and specifies terms and conditions of the loan including the responsibilities of each party.

The tribe makes or receives loans for the following purposes:

- exhibition
- research
- education
- institutional promotion and development

A. *Authorization.* All loans must be reviewed and approved by the Historic Collections Commission. The Tribal Council retains discretionary authority to approve or decline all loans.

B. *Responsibility.* All loans are handled through the collection manager. It is the responsibility of the collection manager to execute and monitor all loans and present recommendations to the Historic Collections Commission.

C. *Restrictions.*

- 1) The tribe will not lend or accept loan object/artifact(s) that are deemed unable to withstand travel, climatic changes or the circumstances of exhibition. The loan of object/artifact(s) may be declined for religious or spiritual purposes.
- 2) Borrowing institutions/individuals or their agents may not alter material on loan in any way unless there is prior written agreement.
- 3) Borrowing institution s/individuals may not transfer object/artifact(s) to a third party without the express prior written consent of the loaning institution/individual.
- 4) The tribe will not lend items to institutions or individuals that have demonstrated an inability to properly handle and care for object/artifact(s) on loan.
- 5) The collection manager is responsible for assuring that object(s) being considered for loan are not restricted by any legal covenants or prior legal agreements that would prohibit the loan.
- 6) Object/artifact(s) that are lent or borrowed may only be photographed for documentation purposes. All other photography is prohibited without prior written consent of the owner of the object.
- 7) For exhibition or promotional purposes, all object/artifact(s) must be properly labeled to identify ownership and loan status.

D. *Duration.* The tribe will only borrow or lend object/artifact(s) on a temporary basis. The tribe will not make or accept indefinite or permanent loans. The tribe may recall a loan for any reason with thirty days written notification. Immediate action may be taken if conditions of the loan are not met.

E. *Associated Costs.* Institutions borrowing items from the tribe may be required to pay packing,

shipping and related transportation costs as requested by the tribe. All loan materials will be insured by the borrowing institution at a value specified by the Little River Band of Ottawa Indians. The borrower may be required to deposit with a certificate of insurance as proof of adequate, agreed upon coverage.

F. *Standards of Care.* Object/artifact(s) borrowed from other institutions for use by the Little River Band of Ottawa Indians will be provided the same care and maintenance as those object/artifact(s) in the tribe's Permanent Collection.

The condition of all in-coming and out-going loan object/artifact(s) must be documented by the completion of a Condition Report form upon arrival and before departure. It should be supplemented by a dated photograph, if possible.

SECTION IIX. ARCHIVAL COLLECTIONS

The archival collections of the Little River Band of Ottawa Indians consists of two collection types – official correspondence of the tribal operations, and general historical collections.

The tribe may acquire archival collections by purchase, gift, bequest, transfer, exchange, field collection, abandonment, or other appropriate means. The tribe acquires collections for its stated purposes, not simply to acquire. Collections for which the tribe anticipates no foreseeable use for exhibition, research, or educational purposes will not be accepted.

All archival collections are generally accessioned on an unconditional basis to be used at the tribe's discretion. In some cases, an archival collection deemed essential to document the culture and history of the Little River Band may only be acquired with restrictions defined by the potential donor. In such cases, the tribe may consider accepting these archival collections.

Acquisition Considerations

A. To be accessioned into the archival collection of the Little River Band of Ottawa Indians, documents will meet the following conditions:

- 1) The documents in the following formats will be accepted by the tribe: manuscripts, photographs and drawings, maps, scrapbooks, newspapers, newspapers on microfilm, oral history interviews, business and organizational records, microfilmed copies of federal documents and history books or periodicals dealing with Great Lakes Anishnabe history and culture or specifically the Little River Band of Ottawa Indians.
- 2) All documents will pertain to the culture or history of the Great Lakes Anishnabe or have other general relevance to the Little River Band people.
- 3) The documents can be stored, protected, and maintained by the tribe under conditions that insure their availability for research and the programs of the institution.
- 4) All of the above considerations apply to both general historical collections and official tribal documents. Official tribal documents are a product of tribal government. As such, all of the documents produced by a branch of government are important to the preservation of the tribe" history and culture. Each branch of the tribal government, following rules determined by the Tribal Council, will deposit all non-active files in the collections overseen by The Historic Collection Commission.

The general historical archival collections may be made accessible to a broad audience under the guidelines outlined in Section VI I of the Collection Policy. However, the Tribal Council reserves the right to restrict access to any portion of the collection.