

Collections Committee Proposal:

The following information is from the Besser Museum Collections Management Policy and Procedure Manual. This information will explain the **Board of Trustees' role** pertaining to the artifacts held in the museum's collections. **Page 3** is the list of proposed artifacts for the Permanent Collection **needing Board approval** **Page 4** are artifacts being accepted for the Education Collection. Education Collection DO NOT need Board approval.

The Board of Trustees designates day-to-day responsibility for the Besser Museum to the **Executive Director**, including exhibition, development, maintenance, and security of the collection, loan and preservation of works in the collection, **and recommending accessions or deaccessions.**

Following the decision to accept an object or collection, the item(s) may be (1) accessioned into the museum's permanent research collection or (2) recorded as part of the consumable hands-on education collection.

Types of Collections

The Permanent Collection:

Documented artifacts of the museum are acquired and preserved because of their potential value as examples, as reference material, as objects of aesthetic, or educational importance. All artifacts relating to the museum's mission and accessioned collections policy will be protected, preserved, and held to the highest standards in the collection. These objects have the most restrictive level of access. Public access to these pieces is through exhibitions and programming. These collections exist for research by present and future generations with supervision by the Collections Manager.

The Education Collection:

The education collection, on the other hand, is intended for the present. These objects, both original and reproduced, are undocumented artifacts or specimens that parallel the accessioned collection. The purpose of this collection is to provide visitors with a tactile educational experience without impacting the accessioned collection artifacts and specimens. Educational collection items will be handled, repaired when necessary, and eventually discarded—essentially "studied to death." These pieces are inventoried and are actively and regularly used in the educational programs of the museum. Ancillary programs for education include exhibits, teaching kits, etc.

V. Acquisitions

Acquisition of artifacts and specimens for the collections by the Besser Museum obligates the director, staff, and Board of Trustees to long-term care and storage of a diverse group of objects. The inherent financial burden involved in this process necessitates critical thinking and justification of action and expense. The museum collects objects to fulfill its mission to preserve, research, present and interpret Northeast Michigan's cultural and scientific heritage. The mission statement and related policy

documents guide staff and trustees when acquiring collections to ensure the wise use of museum resources.

Objects and collections being considered for acquisitions are subject to the following criteria:

Applicability to the mission. Is the object consistent with the collections goals and scope of the collection? Does the object provide information about activities or experiences that were once typical, common, plentiful, or popular? Will the object help improve the understanding of past social values and lifestyles and demonstrate how social and cultural traits changed over time?

What is the foreseeable use of the object(s)?

Is there duplication existing in the present collection?

Can proper care be given to the object? What is the object's present condition? Is it structurally sound?

Is appropriate storage space available? What is the size of the object (physical space requirements) in relation to its importance to the collections and use?

Has provenance been satisfactorily documented or explored?

Are there questions regarding legal title?

Are there restrictions or provisions regarding the use, care, or display of the object(s)?

Is use of the object(s) restricted by copyright, patent, trademark, or trade name, or encumbered by its being obscene, defamatory, potentially an invasion of privacy, considered to be a ritual object, physically hazardous, etc?

Acquisition Procedures

The Collections Manager and Collection Committee evaluates all proposed collection purchases and objects offered as donations and recommends the path of acquisition to the Executive Director.

If the object(s) merits acquisition to either the permanent or education collections, the object(s) is then presented to the Board of Directors for the final approval. If the items are accepted into the permanent collections, this written statement is filed with the Deed of Gift. If an object(s) is rejected at any part of the acquisition process, it is promptly returned to the owner.

Acquisitions for the Education/Exhibit Collection

Items utilized for educational purposes provide an essential component in achieving the education goals of the mission. Relevant educational artifacts and specimens are actively sought and gratefully accepted by the museum. **These items are transitory, as they tend to be consumed in educational projects. The administrative paperwork and oversight required is significantly less than that for the permanent accession collection, but equally as important.** When an education object is accepted, the donor is sent a Donation Receipt that describes the item and indicates the general capacity in which it will be used in the museum (exhibits, programs, etc.) Annually, the information is archived using a donor database. **The donated objects are dispersed to the exhibits or programs where they will best further the museum's educational goals.**

Objects for Accession into Permanent Collection
(Needs Board Approval)
8/18/2020

1. **TC-20235** – “Pierce’s Memorandum Account Book” from local business, Henry Beebe Drugs, Medicines, Paints and Oils. Donated by Margaret Ilsley
2. **TC-20243** – Hubbard Lake Native American-made basket
3. **TC-20318** – Framed marriage certificate of D.D. Hanover for use in the Avenue of Shops Exhibit
4. **No # assigned** – Stack of old Alpena News issues from 1939-1940s, they tell a story of World War II. Donated by Carol Schultz
5. **TC-20225** – City of Alpena Souvenir Book, published 1893
6. **TC-20340** – World War II era pillowcase. Donated by Joyce Gohlke
7. **TC-20329** – Central Hi-Light issue from Alpena High School, 1939. Donated by Joyce Gohlke
8. **TC-20329** – Four swizzle sticks from Fletcher Grove & Kentucky Motor Lodge. Donated by Joyce Gohlke
9. **TC-20329** – Sewing kit advertising giveaway from Alpena People’s State Bank. Donated by Joyce Gohlke
10. **TC-20288** – Twelve pieces of Pewabic Pottery, plus a Chronicle magazine with a lengthy article on Pewabic Pottery. Donated by Avis Hinks
11. **TC-20297** – Photo of 32nd Regiment, Infantry B Company, 1895, Spanish/American War. Donated by Leonard Spencer
12. **TC-20349** – Photo of Leo Fortier working at machine in Besser Company Plant
13. **TC-20344** – Birch bark basket, circa 1918, has 2 birds facing center, porcupine quills used in construction. Donated by George Butler
14. **TC-20237** – Photo of Phelps Collins on motorcycle
15. **TC-20237** – Military patch that belonged to Phelps Collins, black rectangle with #103 and propeller circle
16. **TC-20237** – Military patch wing that belong to Phelps Collins

17. **TC-20237** – Photo from World War I, with Phelps Collins pictured in it
18. **TC-20237** – Framed photo of D.D. Hanover
19. **TC-20319** – “History of Northern Michigan, Vol. 1,” Cook, 1912
20. **TC-20251** – Coal bag from World War II to go with World War II Collection
21. **TC-20253** – Ammo belt with historical provenance
22. **TC-20317** – 2 ledgers that belonged to D.D. Hanover
23. **TC-20265** – Cant hook found when the Thunder Bay River was drained
24. **TC-20296** – World War II Navy issue undergarments for World War II Collection
25. **TC-20362** – Framed photo of Push ‘em up Tony and several old bottles found on the property that once was his place of business

**Objects for Education Collection/Props
(Does NOT need Board Approval)
8/18/2020**

1. **TC-20341** – Pinchers used for trimming horse hooves. Relevant to farming so useful for education collection. Donated by Fred Hammerquist
2. **TC-20240** – Box of maintenance records and travel logs from Chinook, useful for education collection/Chinook Exhibit
3. **TC-20328** – Two school books, “Story Hour Readings” (1921) and “Our Country” (1929), for education collection. Donated by Darlene Edwards
4. **TC-20342** – 10 cent U.S. Savings Stamp Album, printed in 1964, for use in education collection or as prop in Maltz Exchange Bank. Donated by Bill Welk
5. **TC-20343** – Cast iron muffin tin for possible use in McKay Log Cabin display. Donated by Jerry Doyle
6. **TC-20329** - White child’s dress with delicate blue stitching, for use as prop. Donated by Joyce Gohlke

7. **TC-20329** – Batch of local class photos, for education use in creating a box related to old Alpena County schools. Donated by Joyce Gohlke
8. **TC-20329** – Alpena Public Schools classbooks, for education use in creating a box related to old Alpena County schools. Donated by Joyce Gohlke
9. **TC-20329** – Copy of old photo of an unidentified family, possibly Boltons, for use in education collection. Donated by Joyce Gohlke
10. **TC-20128** – 1886 Mills Family Bible, helpful for genealogical research use in museum library's Northeast Michigan section. Donated by Rose Marie Guthrie
11. **TC-20245** – Deluxe album of 78 RPM records, for use in education collection
12. **TC-20249** – German-American Club memorial flag, for use in education collection.
13. **TC-20230** – Two slate boards made into a book attached by canvas. Found in 119-year-old home on State Street, for use in education collection
14. **TC-20325** – Vintage cellular phone, for use in education collection
15. **TC-20227** – 2 view finders, one by Monarch, for use in education collection
16. **TC-20227** – Set of 50 view finder cards, Universal Photo Art Co., Philadelphia, for use in education collection. Donated by Mariette Jore
17. **TC-20233** – Memory book, "When the 20th Century and I Were Young," tells history of area, for use in museum library's Northeast Michigan Collection/genealogy section. Donated by Jean Nowak
18. **TC-20229** – Bible that belonged to Ella J. Potter, used by Mary Fletcher, for education collection
19. **TC-20229** – Canasta set with scoring cards, belonged to Harry Fletcher, copyright 1947, for education collection
20. **TC-20305** – Small canoe with Native American doll, for education collection
21. **TC-20324** – Meat grinder with center mount, keep for education collection for use in McKay Log Cabin
22. **TC-20316** – Check printer, 1915, from D&M Railroad Detroit/Port Huron Depot office, for education collection use in Maltz Exchange Bank

23. **TC-20247** – Set of dollhouse furniture in original boxes, for education collection, use in doll house display
24. **TC-20318** – Mannequin head to be used as prop in Fisheries Exhibit
25. **TC-20326** – Poster from 1981-82 Pro Enduro Snowmobile Racing Championships, for education collection
26. **TC-20264** – Perko whistle with three cylinders, Perko makes marine items, for education collection
27. **TC-20318** – Native American dwelling model to be used as prop
28. **TC-20335** – 2 quilts, including a crazy quilt to be used as a prop in the McKay Log Cabin. The other quilt is for education collection/props. Donor is Sally Konieczny
29. **TC-20210** – Framed painting by local artist Barbara Adomeit, “Iris Study.” For education collection/NE