

Read out temperature and relative humidity data loggers. A report was generated using the readings.

Suggested changes to the detailed report for AAM, were implemented and the appendices recompiled. The report was sent to AAM by Christine Witulski on December 12, 2018.

Met with Diane Speer, who indicated an interest in the artist biography research project. An introductory lesson and overview was given. She indicates that she will start researching artists after the new year.

Corresponded with the Naval Museum about the condition of the deck gun and what steps they and their conservator would like me to take to remedy the rust/corrosion issue with the artifact. The treatment will occur in warmer months and will include treatment reports, sanding, and painting those areas that have rusted.

The Planetarium Coordinator, Johnathan Winckowski, proposed an exhibit honoring the 50<sup>th</sup> anniversary of Apollo 11. A second meeting occurred for exhibit development and included the Education Coordinator. At the meeting we discussed the exhibition and plan for the display, interactives, programming, and the creation of a grant request to purchase the recommended planetarium show and other items that would enhance the exhibition. Post-meeting, I measured the walls to create a to-scale mock-up of the items. Contacted another museum to try to gain additional information, that would make our exhibit more robust. Sent and received the USB for the congratulatory letter scans from the Nixon Library and Museum.

Began working on the Erv Lewandowski and Mark Beins exhibition – gathering data to create the incoming loan agreements and condition report worksheets.

Processed donations, which includes physically numbering the object(s), data entry, photography, and numerous other steps.

The Collections Committee met, during which page 136 “Unacceptable Practices” of the StEPs workbook was read aloud and discussed:

### Unacceptable Practices

While many appropriate policies and practices are described in StEPs standards and performance indicators, there are unacceptable practices that may occur within history organizations that require special attention. The following list addresses practices that are unethical and in some cases illegal.

Collections in history museums, historic houses, and other history organizations are held in the public trust. Caring for collections is therefore critical work, making collections misuse a serious violation. This includes:

- Personal use of artifacts and archival items by any individual for any reason.
- Performing irreversible cleaning, restoration, or other procedures on a collection item, such as applying an accession number in a permanently damaging manner, or mechanical or chemical cleaning, unless performed by a professionally trained conservator.
- Institutional sale of collections material for short term museum needs.
- Use of funds from deaccessioning for anything other than acquisition of new collections or direct care and conservation of existing collections.
- Individual use of, or dealing in collections by staff or volunteers by gift, purchase, or loan for personal gain.
- Failure to establish clear ownership of a potential artifact or archives donation prior to acceptance into the collection.
- Inattention to national and international regulations with regard to collections items including, but not limited to, antiquities, Nazi-era loot, and Native American remains, funerary objects, sacred objects, or objects of cultural patrimony.
- Providing appraisals to outside parties on items for any reason.
- Misrepresentation of a collection item's origin, history, or condition.
- Use of collections (beyond reasonable handling as part of collections processing and exhibition) in a manner that threatens their preservation unless designated as part of the hands-on or teaching collection.

The next section of the StEPs workbook to be prepared by each committee member for the January 9, 2019 meeting are pages 137 – 140 & 176 (page 176 is scanned between page 137 and 138 in the PDF).

For January: Continuing the process of preparing the paperwork for the loan of taxidermic specimens received from Cranbrook, to JJ's Restaurant. From the last conversation with the prospective borrower, the taxidermic specimens will go on loan in 2019.

Continued to work on documents and forms to bring Besser Museum up to best practice standards as well as limit liability. New general collections-based forms are now found in easy access files in the filing cabinet across from the copier.

Meet with the Collections Committee to continue going through the collections section of the AASLH StEPs workbook.

Meet with Jim Conboy on January 15, 2019 to discuss his questions and comments on the Collections Management Policy.

Reference check prospective volunteer who has collection experience.

Write grant to Community Foundation for Northeast Michigan to help fund the Apollo 11 exhibition that will be on display from mid-April through mid-October 2019.

Created the incoming loan agreements for Ery Lewandowski and Mark Beins. Submitted for, received, and forwarded the certificates of insurance for the pieces. Once the pieces are on the premises, condition reports will be executed.