



# Collections Manual

## Mission Statements

The mission of The Quilters Hall of Fame is to celebrate quilting as an art form by honoring the lives and accomplishments of those people who have made outstanding contributions to the world of quilting; by restoration and preservation of the home of quilt designer Marie D. Webster in Marion, Indiana; by promoting educational programs, exhibitions, publications and research; and by collecting, preserving and documenting materials related to the Honorees of The Quilters Hall of Fame.

The mission of the collections department is to follow active collecting principles and effective stewardship procedures in the collection area of the museum. Active collecting is determining what the collection ought to contain to do the best possible job of presenting the complete story, and then making a strong and continued effort to locate and acquire those materials. Effective stewardship ensures that the object, books, and archives owned by TQHF are cared for, available and accessible to present and future generations and that the stories of those items are preserved.

## General overview of the collection's contents.

### **Subdivisions of the Collection**

The Permanent collection of The Quilters Hall of Fame shall be divided into three sections: the objects, the library, and the archives. The Education Collection is also made up of objects, a library, and archives.

### **The Permanent Collection**

Objects acquired by The Quilters Hall of Fame (TQHF) for the Permanent Collection shall be those which are associated with the history or contributions to quilting made by each Honoree of TQHF. In the case of quilt makers, this may include objects related to the Honoree's body of work, craftsmanship or style; in the case of historians, it may include items related to the Honoree's scholarship and publications; and in the case of entrepreneurs, it may include items related to the Honoree's business. Also included may be items associated with the history of The Quilters Hall of Fame, or with the history of the Marie Webster House. Where applicable, a representative sample of quilts and related needlework or artwork, either made by the Honoree or collected by the Honoree, will be acquired. Documentary materials associated with the life and work of each Honoree will also be sought. The permanent collection has a section for each honoree, a section for The Marie Webster House, and The Quilters Hall of Fame.

These items may not be handled by the public. These objects require Collection Committee and Board approval to be taken out of the museum for any exhibits or educational activities.

### **The Education Collection**

TQHF shall maintain an Education Collection separate from the Permanent Collection. The criteria for collecting for the Permanent Collection shall not apply to items in the Education Collection.

Any object, including archival material, can be accepted for the Education Collection that may be useful for TQHF's educational programs, exhibits or publicity. Items related to TQHF events and items related to persons who, while not named as Honorees, have become "friends" of TQHF by promoting or otherwise assisting to further the mission of the Quilters Hall of Fame. Donors shall be advised that these objects are not part of the Permanent Collection and may be disposed of if they no longer meet the needs of TQHF.

These educational objects may be taken out of the museum for exhibits and educational activities and may be handled by the public.

### **The Library and the Archives**

Documentary materials relating to the life and work of each inductee may consist of any of the following:

- published materials (both U.S. and foreign) such as books, pamphlets, patterns, posters, exhibit catalogs, periodicals and newspapers (either clippings or single issues)
- unpublished written materials such as letters, journals, diaries and memos
- photographs and digital images
- audio - visual materials such as films, slides, digital files, video tapes, tape recordings, microfilms, and other media
- drawings, paintings and sketches

In addition, documentary materials relating to the history of The Quilters Hall of Fame, the history of the Marie Webster House, or the history of the Arnold Savage Education Center may be collected.

## Collecting Plan.

### **Permanent Collection**

The goal of TQHF is to assemble a collection of objects for each Honoree that will clearly represent his or her unique contribution to quilting and will help to preserve the Honoree's legacy. In addition, objects relating to the history of The Quilters Hall of Fame or the history of the Marie Webster House may be collected.

Types of objects to be collected:

Textiles and artifacts relating to each Honoree may include the following;

- individual quilt blocks
- finished quilted items such as blocks, bed quilts, wall quilts and quilted clothing
- fabric or clothing collections or parts of collections that once belonged to the Honoree
- needlework equipment or other artifacts that exemplify the unique style of the Honoree.

Priorities for the Permanent Collection:

- As time passes, belongings of individual Honorees may become lost, dispersed, or damaged, and for this reason priority will be given to objects that relate to deceased Honorees.
- Donations of objects for TQHF will be solicited at the induction of new Honorees. Additional donations may be solicited in conjunction with special events or at any other time at the discretion of the Executive Director or the Collections Committee.

## Education Collection

The goal of the education collection is to assemble items that can be used by volunteers and staff to reach out to the public and to educate about quilting, the history of quilting, and the history of our honorees. These objects are not part of the permanent collection so they can be handled, taken out and shared with the public.

## Loans

TQHF policy regarding loans:

- a. The Collections Committee shall have the authority to approve all incoming and outgoing loans of all items accessioned into the Permanent Collection.
- b. For outgoing loans, the borrowing institution shall complete a facilities report, including information on its climate control, lighting, security, and insurance.
- c. All loans must be contracted for by written agreement between TQHF, its borrowers and lenders prior to receipt or shipment.
- d. All loans will be for specified periods of time with options for renewal.
- e. The Executive Director shall be responsible for monitoring loans.
- g. Outgoing loans shall be made for non - profit purposes.
- h. Insurance for both incoming and outgoing loans will be arranged on a case-by-case basis with a written contract spelling out the rights and responsibilities of each party.

## Objects left in the Custody of TQHF

Objects left in the custody of TQHF are items that are not owned by TQHF but are left temporarily in the museum for other than loan purposes, such as identification or examination for possible gift or purchase. Such objects are not considered part of any collection. The owner is responsible for carrying insurance on such objects.

## Care, Control and Recording of the Collections

The Executive Director is responsible to the Board for the care of objects placed under the control of TQHF, for proper storage of artifacts and for monitoring their condition. The maintenance of accurate up – to - date records on the identification, location and condition of collections objects is the responsibility of TQHF under the management of the Executive Director.

The following procedures shall be implemented to safeguard objects in or considered for acceptance in the Collection:

### **Initial intake.**

No object shall be received by TQHF or its staff/ volunteers without providing the donor/lender a receipt, Deed of Gift or Loan Agreement. A hard copy of every Deed of Gift or Loan Agreement will be maintained.

Each item accessioned will be assigned an identification number. The number will be in the following format: year received (four digits). Ordinal designation of accession within the year (three digits). Ordinal designation of object within the accession (three digits). For example, 2023.001.002 would be assigned to the second quilt or other object which is part of the first donation received in 2003. Objects with multiple components add a lower-case letter for each part.

Items for which intake information was not assigned when the object was received, or an item found in the house or whose provenance is otherwise unknown, shall carry the designation “FIC” (Found in Collection) in place of the object ordinal. For example, 2023.FIC.001 would be an object from an earlier year which did not receive an intake number until 2023. If an item is received on loan, an “L” will be added to the front of the number.

**Acceptance.**

New accessions of objects to the Permanent Collection must be approved by the Collections Committee. New accessions of library and archive Items may be approved by the Collections Committee Chair and Executive Director without approval by the Collections Committee. All new accessions to the Education collection may be approved by the Collections Committee Chair and Executive Director.

No commitment will be made as to exhibition, attribution, or placement of a gift or bequest and no guarantee shall be made that the gift or bequest will be retained by TQHF in perpetuity. There shall be no exception to this policy unless any such restrictions or special provisions are approved by the Board.

**Cataloging.**

As soon as practical following accession, information about the object shall be entered in Past Perfect or the current record-keeping system, using the number assigned at intake. To the extent possible, information shall include a description of the item, donor's name, dimensions, condition, date range of the object, maker, provenance, and one or more photographs. Additional information may be included depending on the nature of the object. All information except that related to condition or other museum operations will be made available to the public.

At the time of cataloging, the intake number will be affixed to the back of the object using a small piece of inert fabric. In the case of books and paper objects, the number shall be written in pencil on the reverse or in the back of the object.

**Storage.**

TQHF will, to the extent permitted by budget and staff constraints, preserve the Collection consistent with best museum practices. Acid-free containers and storage materials will be used wherever possible.



Permanent collection objects and library are stored in the largest room on the third floor of the house. This room also holds the items to be accessioned, items to be catalogued. Storage supplies are in the closets of this room. Education collection objects are in the smaller room on the third floor along with the Permanent collection archives. The Education Collection library is housed in the East Gallery on the second floor.

Location of each stored object shall be recorded in Past Perfect. When an object is temporarily removed from its permanent location for display or other purposes, this will be marked in PastPerfect and an “out” card shall be affixed to the exterior of the storage box, to be removed when the object is returned.

### **Maintenance**

Should we add in here thoughts about regular inventories, regular re-folding of quilts, etc?

### **Use and Display**

All use and display of objects from collections will be recorded in PastPerfect in the temporary location section and that information will be recorded in the location history section. Any special restrictions on the display of objects will be listed in the notes section in PastPerfect.

### **Access to the Collections**

TQHF will strive to provide accessibility to the collections consistent with staff availability and security, safety, and conservation of the collection objects. Requests for access to items not on public display will be handled by the Executive Director.

### **Insurance.**

TQHF collections, when in the custody of TQHF, shall not be individually insured. Insurance for loaned objects is addressed in the “Loans” section above.

## Deaccession Policy

Deaccession is the formal process used to remove an object from the collections. Collection objects may be deaccessioned unless there are specific restrictions to the contrary. TQHF, for any one of the reasons described below, may find it necessary or desirable to amend its collection by deaccession. Objects considered for deaccession may include the following:

1. Objects that are not appropriate for the collections, or are not consistent with the mission of TQHF.
2. Objects that are determined to be below the level of quality necessary to advance TQHF's mission or possess little potential for research or educational purposes.
3. Duplicate and redundant objects. TQHF shall retain the superior example.
4. Objects damaged or deteriorated beyond reasonable repair.
5. Items for which TQHF is not able to provide proper storage or care.

### **Procedure for deaccession:**

The Collections Committee is responsible for making recommendations relating to the disposal of objects. The Committee Chair will prepare a full written justification of the reasons for deaccession, including the relationship of the object to TQHF's mission and to other objects in the collection. Recommendations will be presented to the Board for its approval, by majority vote.

If possible, donors of objects to be deaccessioned will be notified of the intent to deaccession, as a matter of courtesy.

After approval by the Board, each deaccessioned object shall be disposed of in a means appropriate to that item. Some objects may best be disposed of by trading or transferring them to another institution, or by public auction.

Objects in the Permanent Collection may be transferred to the Education Collection. In cases of objects beyond reasonable repair, the TQHF may destroy them. Staff, Board Members and Collection Committee members are

not permitted to acquire or purchase an object that is being deaccessioned by TQHF, to avoid conflicts of interest.

Funds realized from the sale of deaccessioned objects shall be used only for the acquisition of other objects for the collection or for collection care expenses, such as purchase of archival supplies.

## Collections Committee and Board lists

The Collections Committee shall be composed of the following members Executive Director, at least one Board representative, and the President of TQHF. The committee chair shall be appointed by the Board and may invite other members of the Board and people with knowledge of collections management or textiles to join the committee.

The current committee as of August 23, 2023:

Dale Drake

Deb Geyer, Executive Director

Debi Shepler, President of the board

Rosalind Perry

Hazel Carter

Mary Jane T.E. Kauffman

Regina Thompson

Anna Harkins

Ebie Morris

The tasks of the Collections Committee are as follows:

- to approve all additions to the Permanent Collection
- to determine if objects offered to the collections are consistent with TQHF's mission and collection guidelines
- to develop future collecting strategies
- to approve all incoming and outgoing loans of permanent collection items
- to recommend objects for deaccession, for action by the Board

## Standards for Staff Conduct

Staff of TQHF shall be understood to include paid employees, both full and part - time, volunteers, consultants, interns, members of the Board and members of the Collections Committee.

- Museum staff is expected to adhere to the mission and collecting goals of TQHF.
- Museum staff shall conduct themselves with integrity and competence at all times.
- Museum staff shall be aware at all times of their responsibility to preserve and protect the collection as a public heritage.
- Museum staff shall not use TQHF for storage of personal collections.
- Museum staff shall not compete with TQHF collecting goals for personal or outside use.
- Museum staff who undertake outside activities that are directly related to the goals of TQHF shall obtain approval of the Executive Director
- Museum staff shall be aware of and familiar with the latest AAM standards on ethics.