

NUMBER: ACAF 7.10
SECTION: Academic Affairs

SUBJECT: McKissick Museum

DATE: February 1, 1995

Policy for: Columbia
Procedure for: Columbia
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Issued by: Museums & Archives

I. Policy

McKissick Museum is responsible for the acquisition and care of objects of art, science and history belonging to or on loan to the University.

- A. The Museum accepts gifts and monetary bequests when in keeping with State and University procedure. Title to all objects must be free and clear, without restrictions to use or future disposition whenever possible. The Museum reserves the right to decline any gift or bequest offered.
- B. The Museum encourages research use of its collections by members of the academic community and the general public.
- C. Objects may be loaned to or borrowed from the Museum by other museums, individuals, University academic areas or other institutions of educational or scientific nature for exhibit or study.

II. Procedure

A. Gifts

Prepare a legal instrument of conveyance, setting forth an adequate description of the object(s) and the precise conditions of transfer, to accompany any gift or bequest.

B. Research Access

Contact any curator for a copy of specific policies and procedures for collections use. A public copy is also available in the Office Administrator's office.

C. Loans to and from the Museum

1. Contact the appropriate curator, the chief curator or the director to arrange loans to academic areas.
2. For loans to or from other areas, the director and/or curator must approve in writing a written loan agreement stating the conditions or any restrictions on the loan.
3. Long-term or indefinite loans are not encouraged except in cases in which the stated pedagogical purposes of the loan dictate an open-ended arrangement.

D. Deaccession

See the Museum's collection policy for guidelines governing the removal and disposal of objects.