



Springville Museum of Art: Collections Management Policy and Procedures

Effective Date: March 5, 2025

Last Revision: January 2025

Authorized by:

- Springville City Council – March 4, 2025
- Springville Museum of Art Association Board – January 16, 2025

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This document shall guide Springville Museum of Art (SMA) Staff, the Collections Development Committee, and the Board of Trustees in managing the Museum's Permanent Collection. Any changes, additions or amendments to this policy must be approved by the [Board of Trustees, Executive Committee, etc.]. Any exceptions to this policy must be submitted to the [Collections Development Committee] [and the Executive Committee] prior to implementation.

MISSION AND PURPOSE

The Springville Museum of Art fosters beauty and contemplation through life-affirming art and experience for Utah's Art City and its diverse communities.

The Springville Museum of Art Association (SMAA) serves as steward of the premier collection of Utah visual art. We expand, preserve, and share our collection to connect people with the rich heritage and continuing evolution of Utah culture.

ETHICS

The Springville Museum of Art is committed to maintaining high ethical standards in the development, stewardship and access of its Permanent Collection.

The Springville Museum of Art (SMA) manages its collections in trust for the benefit of present and future generations. The Museum's Staff and Board of Trustees are committed to acting in a manner that fosters public confidence. This means ensuring the proper care and preservation of works, conducting museum operations with transparency, and making collections accessible to the communities it serves.

The Museum will manage its Permanent Collection, incoming and outgoing loans, and acquisition and deaccessioning processes through ethical, legal, and transparent means. The Museum respects the cultural patrimony and heritage of other countries and communities.

All Museum staff, board members, volunteers, and any other individuals involved in the acquisition or management of the Collection must avoid and disclose any conflicts of interest. This includes:

1. Not participating in decisions regarding the acquisition, deaccession, or management of works in which they have a personal or financial connection or interest.
2. Disclosing any personal connections or interests in works being considered for acquisition or sale.
3. Ensuring all decisions about the Museum's Collection are made in the best interest of the Museum, free from considerations of personal benefit to staff, trustees, or volunteers.

The Museum will prioritize its mission and long-term goals in all decisions related to its Collection, ensuring no individual or entity associated with the Museum benefits unethically from these decisions.

GOVERNANCE AND AUTHORITY

The Springville Museum of Art is a partnership between the Springville Museum of Art Association, a 501(c)(3) non-profit organization, and Springville City. The City owns and maintains the building and provides financial support for staffing and other operational needs; the Association owns and maintains the Museum's Permanent Collection, and assists with Museum fundraising and programs. The two entities jointly operate the Museum according to a legal Memorandum of Understanding (MOU). Each is a separate legal entity that manages its own finances.

The Board of Trustees is responsible to the Association and the City for the policies and procedures that govern the Collection. The Board is responsible for approving major decisions for the Collection as

recommended by the Collections Development Committee and SMA Staff. SMA Staff works in cooperation with the Board of Trustees for implementing the provisions of this document.

The SMA Curatorial and Registration Staff, which includes the Museum Director, the Registrar, the Head of Exhibitions and Programs, the Head of Operations, and any collections fellow or assistants, are responsible for the management of the Collection including advising on acquisitions, care and preservation, documentation, scholarship and research of the collection, and teaching from the collection. Under the direction and assignment of the Museum Director, the SMA Curatorial and Registration staff have the authority to make decisions regarding loans of the collection, according to the parameters of this document.

The Collections Development Committee is responsible for advising the Board of Trustees on all Museum acquisitions and deaccessions related to the Permanent Collection. These are presented to the Board of Trustees for final approval. The Collections Development Committee includes SMA Staff, as determined by the Museum Director, members of the Board of Trustees, and invited arts and museums experts.

The Board of Trustees may review the Museum's Collections Management Policy and recommend revisions.

SCOPE

The Permanent Collection at the Springville Museum of Art imparts a unique cultural heritage. Since 1903, citizens of Springville, as well as artists, collectors, and benefactors have contributed to the Springville Art Movement which built the Museum and its Permanent Collection.

The Collection of the Museum is a representation of the visual arts in Utah from the nineteenth century to the present day. In addition, the Collection preserves art from artists and subjects beyond Utah which have relevance to the Springville Art Movement and specific educational needs. Particular importance is given to those works of art acquired by students of Springville High School when the Museum was attached to the publicschool system. The SMAA also has a significant collection of Soviet Realism.

1. Areas of emphasis for acquisition by the Springville Museum of Art are listed in order of significance:
 - a. Visual art by Utah artists of all styles, mediums, and periods;
 - i. With special emphasis given to:
 1. The works of Cyrus E. Dallin and John Hafen, SMA's original donors.
 2. Works by Utah artists active during the nineteenth century.
 3. Works by contemporary Utah artists exhibited in the annual Spring Salon or Spiritual & Religious Art of Utah exhibitions.
 4. Works by artists that represent the diverse peoples and demographics of Utah.
 - b. Art by nineteenth and early twentieth century itinerant and visiting artists in Utah with Utah subjects.

- c. American Art acquired or exhibited by Springville High School through the Annual Spring Salon from the 1920s to the 1970s.
- 2. Exceptional works may be considered if they represent one of the following, although they are not the priority of the current SMAA collecting practice:
 - a. Nineteenth, twentieth, or twenty-first century American realism.
 - b. Soviet and Russian Art from the twentieth century.

In devoting the Museum's financial resources and exhibition space, SMA Staff, the Collections Development Committee, and the Board of Trustees shall be guided by the following supporting objectives:

- a. To document the history and spectrum of the visual arts in Utah, including: painting, sculpture, drawing, printmaking, assemblage, and other mediums.
- b. To obtain high quality examples of Utah art by representative artists in all major styles, genres, and periods from the nineteenth century to the present.
- c. To obtain examples of Utah art which are relevant and life-affirming.
- d. The Museum's Collection will comply with guidelines outlined in the SMA Community Standards document.

ACQUISITIONS

Works for the Permanent Collection can be acquired through donation, purchase, bequest, or transfer.

The SMAA, under the direction of the Board of Trustees, owns and bears legal responsibility for the Springville Museum of Art Permanent Collection. The Museum Director, SMA staff and the Collections Development Committee are responsible for determining what pieces will strengthen the Permanent Collection and help fulfill the Museum's Mission. SMA Staff are responsible for identifying and researching possible acquisitions. Members of the Collections Development Committee and the community may suggest acquisitions. Acquisitions are proposed to the Collections Development Committee with the object's authenticity, provenance, attribution, condition, and significance for the Collection.

All acquisitions must be approved by the SMAA Collections Development Committee and recommended to the Board of Trustees for final approval. The Committee considers the relevance of the piece to the Museum's Collection, how it strengthens Utah art representation, fulfills the SMA mission, and also takes into consideration the cost of storage, conservation, and ongoing care.

The Museum has limited storage and exhibition space for large-scale sculptures and paintings. Additionally, the Museum does not have optimal storage and capacity to care for most unframed photographs and/or photographic negatives. These works will only be accepted in exceptional cases and only if proper storage and handling requirements can be addressed.

Not all artworks offered for donation will be accepted. Gifts with restrictions will generally not be accepted. No work shall be accepted with a guarantee of display, publication, perpetual ownership, attribution, or valuation. SMA Staff and Board of Trustees may consider special conditions or restrictions

in exceptional cases. Any restrictions or conditions must be clearly stated in the Deed of Gift or other instrument of conveyance.

SMAA will acquire an object only when it has been determined, to the degree possible, that the work has not been derived from illicit trade or wrongful seizure and that its acquisition does not contribute to the continuation of illicit trade or otherwise questionable practice in the obtaining of works of art. SMAA requests that sellers and donors provide documentation regarding provenance of works offered for acquisition. The SMAA will not intentionally acquire any object that was obtained illegally or that does not have the proper or valid documentation. SMA will not acquire eligible materials subject to or in contravention of the Native American Graves and Repatriation Act of 1990 (NAGPRA).

If a work is offered or solicited as a promised gift to the SMA it may be presented to the Collections Development Committee for prior approval, to provide the donor and the Museum with the assurance that the gift will be accepted at a later date. The donor's offer of a promised gift and the approval of the promised gift must be documented in writing. Promised gifts are generally discouraged and only accepted in exceptional cases, subject to this policy.

Artworks acquired by gift to the SMAA will be documented in the permanent records of the Museum. On acceptance of the object a Deed of Gift (or other legal, written transfer of property) must be signed and placed in the object's permanent record at the Museum. A written letter of acknowledgment will be sent to the donor and a copy will be kept on file at the Museum.

For purchases, bequests, and other means of accession all related paperwork and documentation will be kept in the object's permanent record.

ACCESSIONS

Works of art acquired by the SMAA, through purchase, gift, or other means, are accessioned into the Permanent Collection. Only in rare and exceptional cases will a work of art be acquired but not accessioned. Decisions regarding accessions are determined at the time of acquisition so that they can be documented accordingly.

DEACCESSIONING

In considering deaccessions, the Springville Museum of Art must weigh carefully the interests of the public for which it holds the Collection in trust, the donor's intent in the broadest sense, and the interests of the scholarly and cultural community. Deaccessioning shall be considered for the following reasons:

1. The object is no longer relevant and/or does not support the Museum's mission statement, or the scope of the Collection.
2. The object is a duplicate or from an over-represented area of the Collection.
3. The work is inferior to a similar example in the Collection.
4. The object has deteriorated to the point where it cannot be used or conserved, or is a danger to the safety of staff, visitors, or other collections items.
5. The Museum can no longer properly store or care for the object.

6. The object is of poor quality or incomplete.
7. The proof of authenticity or attribution of the work has come into question or proven to be false.
8. The object lacks sufficient aesthetic merit or artistic importance to warrant retention.
9. The object is subject to legislative mandate.
10. The object is subject to contractual donor restrictions the Museum can no longer honor.
11. The object is found to be part of a set that belongs to another institution, or more appropriate to the collection of another institution.
12. Deaccessioning may also be considered for any compelling reasons consistent with the mission of the Museum.

SMA Staff may recommend works for deaccessioning to the Collections Development Committee. If the Committee approves deaccession it will be presented to the Board of Trustees for final approval.

Works considered for deaccession must be fully and legally owned by the Museum and have complete documentation of ownership. Objects must also be free of terms and restrictions that would prohibit deaccession and must have been accessioned more than three years prior to deaccession.

A comprehensive written report of deaccession must be submitted to the Collections Development Committee and Board of Trustees including accession number, method of acquisition, estimated value, proposed means of disposal (transfer of ownership), and justification. This report will be maintained in the Museum's permanent records. Record of the decision's confirmation by the Collections Development Committee and Board of Trustees, and the method of disposal (including contact information, if applicable, for new owner) will be kept in the object's file. Before removal from the Collection and transfer to new owner, all accession numbers and other identifications relating to the Springville Museum of Art shall be removed from the object.

Deaccessioning shall be conducted in such a way as to maximize improvement of the Collection, while preserving its integrity and reputation. This may be accomplished through repatriation, sale at public auction, sale to or exchange with another museum, or sale to or exchange through art or antique dealers. The SMA Staff and Collections Development Committee will decide the proper avenue for disposal. Staff and Board will prioritize transfer to another public collection, if possible.

No person associated with the Springville Museum of Art, including any staff, Board Member, member of the Collections Development Committee, or representative or immediate family of such person, may acquire a work deaccessioned by the Springville Museum of Art.

Income from deaccessions shall be used solely for the purchase or acquisition of another work or works, or for the conservation of comparable works in the Collection.

When an object that was a gift is deaccessioned, the objects acquired with the income shall be credited as "gifts by exchange" of the original donor, either singly or in combination with the names of other donors or funding sources contributing to the new acquisition.

LOANS

INCOMING LOANS

The Springville Museum of Art borrows works of art from non-profit institutions, museums, galleries, artists, and private collectors for exhibition and research. Most incoming loans are under the purview of Springville City and the Museum's exhibitions and programs. Incoming loans must be approved by the Museum Director or other staff as assigned. The SMA Staff are responsible for formal loan requests, loan agreements, receipts, condition reports, provisions for insurance coverage, transportation, unpacking, and packing.

All works on loan are individually identified and documented by SMA Staff. The Museum will not undertake any matting, framing, or conservation treatment without the express permission of the lender in writing. Loans should generally be for less than one year. If objects are on loan for longer than one-year, new loan agreements must be signed each year. New loan agreements must have a specific end date.

Long-term loans are generally prohibited. Any loan request of the Permanent Collection longer than one year will usually be declined. Incoming loans longer than three years must be approved by the Museum Director, the Collections Development Committee and the Board of Trustees.

Long-term loans of promised gifts will only be accepted if there is written legal documentation of the gift agreement on file at the Museum.

OUTGOING LOANS

SMA loans art from its Permanent Collection to other art, non-profit, and governmental institutions for temporary exhibitions and other scholarly and educational purposes. Works are not loaned to individuals or commercial institutions.

Loan requests must be reviewed and approved by the Museum Director and the Registrar. Loans are approved considering the following factors:

1. The condition of the work.
2. The value of the work.
3. The impact of the loan upon SMA's exhibitions, educational programs, teaching and research needs.
4. The significance and importance of the exhibition or project for which the loan is requested and its outcomes, this could include scholarship and publications.
5. The facilities, environmental conditions, and security provisions of the requesting institution.
6. The justification of our work to the exhibition or project.

Outgoing loans will be recorded and documented in the Museum's records with a formal loan agreement. All loan agreements must have a beginning and end date.

SMA loans objects from its Permanent Collection to governmental offices namely; Springville City, Utah County, and the Utah State Capitol. Registration Staff must approve the conditions under which the object will be displayed. The object must not be handled while on loan except under the supervision of

SMA Staff. Works on loan to offices cannot be works on paper or created before 1940, except for in exceptional cases. Fragile, significant, rare, or valuable works will not be loaned to offices except for in exceptional cases. Loans to offices will be recorded and documented by a formal loan agreement. An extension of the loan may be approved by the Registrar. An updated end date will be added to the original agreement with the Registrar's signature and current date as validation of the update. Government employees or officials who have Springville Museum of Art artworks placed in their offices will be given a copy of the SMA Office Loan Terms & Conditions, and asked to sign and return a copy acknowledging its receipt.

OBJECTS IN CUSTODY

Objects left in the temporary custody of the Museum will be individually identified and treated with the same level of care as an incoming loan.

Occasionally objects are found in collections with no documentation or are left unclaimed at the Museum. SMA will make every reasonable effort to identify the object and any relevant information about it. If the Museum is unable to establish ownership, the Museum is obligated to maintain the object until, and no sooner than, it can be legally determined to be abandoned property under Utah law. SMA Registration Staff will follow the same procedures in the deaccessioning guidelines and will determine the best disposal method for the object. Abandoned property does not need the approval of the Collections Development Committee or Board of Trustees before disposal.

DOCUMENTATION

The maintenance of accurate, up-to-date records and complete cataloguing for its collections is one of the Springville Museum of Art's most important collections management responsibilities. Records concerning the acquisition, identification, provenance, condition, location, insurance value, conservation, exhibition, and publication history of works in the Permanent Collection are maintained by SMA Registration Staff. Each item in the Museum's collection must have a unique identification number (accession number) applied to it in a manner that is reversible if required.

SMA undertakes research on its Collections and also encourages outside scholars and researchers to study the Collections and publish their research. The dissemination of information about the Collection is an important part of the Museum's mission.

A digital collections management system (CMS), at the time of writing, EmbARK, is and will be the primary repository of new information on collection objects. Information in the registrar's permanent collection records will be migrated to the digital collections management system on an ongoing basis. The CMS is used to track locations of objects in the Permanent Collection. It is also used to facilitate public access to basic information about the Collection.

The Museum also maintains physical, paper records for each object in its Collection.

The Permanent Collection records are the repositories of information on all of the works of art in the collection for the purpose of reference and research. It is the responsibility of SMA Registration Staff to

place important object-related information in document files. This may include any object-related correspondence, phone conversations, and scholarly, or dealer visits.

INTELLECTUAL PROPERTY

The Museum respects the intellectual property and intellectual property rights of the artists and creators it collects and exhibits.

The Museum will seek to obtain exclusive or non-exclusive copyright license(s) for acquisitions and incoming loans.

In the case that the copyright or license is held by another party and the reproduction is not considered fair use, the Museum will require written permission from said party in order to reproduce the work for Museum purposes.

The fair use doctrine permits the use of images by the Museum, press, and media for the purpose of promoting exhibitions, and also permits the use of images internally for commentary and teaching purposes. This can be done regardless of the copyright status of the objects. However, this doctrine does not permit the reproduction of images for commercial use.

COLLECTIONS CARE

The Springville Museum of Art's Collection is a valuable asset and the Museum has a legal, ethical, and fiduciary responsibility for the safekeeping of these assets. It is the Museum's responsibility to provide a safe and secure environment for all collections in its custody, including objects on loan. This means controlling, as much as possible, light exposure, relative humidity, temperature, pollutants, and contaminants in accordance with current best practices. Maintaining clean and secure storage facilities is the responsibility of SMA Registration Staff.

All staff, interns, and volunteers who work with collections or loaned objects must be trained in object handling best practices. All art handling should be coordinated and approved by SMA Registration Staff. No interns or volunteers should handle objects without training, supervision, or approval.

A comprehensive or wall-to-wall inventory of the Collection will be executed approximately every 5 years under the direction of the SMA Registrar and Staff.

Conservation of the Permanent Collection will be conducted by hired professional, experienced conservators.

ACCESS AND USE

Decisions about using the Collection will aim to strike an optimal balance between educational use, mission relevance, and minimizing potential damage and deterioration to the work. Every effort will be made to see that community members, artists and their descendants, students, visiting scholars, and other interested parties are given reasonable access to the Permanent Collection and Collection records. Access to the Collection is subject to limitations of space, staff time, condition, security requirements,

and city policy. Visitors and scholars are encouraged to share new scholarship with the Museum. SMA Registration Staff will coordinate and approve or decline requests for Collection access and use.

RISK MANAGEMENT AND INSURANCE

The Springville Museum of Art's Permanent Collection is insured under a fine arts insurance policy. Works are insured for current market value while in transit and in the custody of a borrower unless other arrangements between the Museum and borrower are made in a signed contractual agreement. SMA Registration Staff are responsible for providing up-to-date insurance values for objects in the Collection, in consultation with local appraisers.

Incoming loans for exhibitions will be insured by Springville City per the MOU. The City will maintain sufficient insurance or maintain sufficient reserves to protect borrowed art on loan for programs or exhibitions. Works of art held on a long-term basis by the Association as part of any Collection strategy are specifically exempt from this provision.

All works in Museum custody must be handled in a professional manner. In the case of loss or damage, the SMA Registrar and Museum Director, shall be notified immediately.

SMA will strive to maintain a secure environment for every object in its Collection. To ensure this protection:

1. All entrances and exits to the Museum will be securely locked and alarmed after business hours.
2. Entrances to Permanent Collection storage area will be locked with deadbolts and door locks when not in use.
3. Access to Permanent Collection storage areas will be restricted to SMA Registration Staff, Administrative Staff, and when needed, City Facilities Staff and contractors. The SMA Office Manager will monitor access to keys.
4. SMA will use and maintain a fire detection monitoring system.
5. Environmental monitoring equipment, including temperature and humidity monitors, will be used to detect any unusual fluctuations.

RESEARCH SERVICES

The Springville Museum of Art does not offer formal research services.

APPRAISALS AND IDENTIFICATION

Springville Museum of Art Staff are prohibited from providing appraisals or monetary valuations of works of art to any party. Museum Staff may respond to inquiries about appraisal services by directing patrons to the American Society of Appraisers (ASA), the International Society of Appraisers (ISA), and the Utah Manuscript Association's list of appraisers. SMA Staff will maintain a list of local appraisers listed by the Utah Manuscript Association to share with patrons.

Members of the SMAA Board of Trustees or SMA Collections Development Committee are generally prohibited from providing appraisals for works acquired by the Springville Museum of Art.

If a donor wishes to have an artwork appraised after it has been deposited at the Museum, the SMA Registrar or assigned staff will work with the donor and appraiser to facilitate the appraisal at the Museum. SMA Staff will not hire or coordinate appraisals on behalf of the donor.

Museum Staff may provide consultation on works outside SMA's collection, but in no way shall this be considered a formal authentication or endorsement.

POLICY REVIEW AND REVISION

SMA Staff are responsible for the periodic review and revision of the Collection Management Policy, which should take place approximately every five years. Changes to the Collections Management Policies shall be approved by the SMA Association Board of Trustees. These policies must also be reviewed and approved by Springville City Council as per the MOU.

REVISION HISTORY

Revision	Date	Comments