

Academy Museum of Motion Pictures COLLECTION MANAGEMENT POLICY

Approved by the Board of Trustees
February 3, 2022

Academy Museum of Motion Pictures Collection Management Policy

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I. Statement of Purpose and Mission

Mission Statement

The Academy Museum of Motion Pictures advances the understanding, celebration, and preservation of cinema through inclusive and accessible exhibitions, screenings, programs, initiatives, and collections. Welcoming visitors from Los Angeles and around the world, the museum works in active partnership with motion picture artists and specialists, scholars, staff, and diverse communities to contextualize and challenge dominant narratives around cinema, inspiring discourse, connection, joy, and discovery.

Values

Core Values: Inclusivity, Respect, Transparency, Accountability, Collaboration, Creativity, Innovation.

Aspirational Value: Diversity.

Guiding Principles

Illuminate the Past, Present, and Possible Futures of Motion Pictures and the Academy:

- Create dynamic exhibitions, programs, publications, and initiatives that evolve and change, highlighting new moviemakers, stories, and collections to showcase cinema as a living art form.
- Question traditional narratives in motion picture history while developing new scholarship and insights.
- Develop public programs, exhibitions, and collections that confront racism, champion the work of diverse artists, and expose historical omissions.
- Utilize cinema as a portal to discuss and illuminate societal norms of the time.
- Connect audiences to the history and expertise of the Academy branches, the allure and excellence of the Oscars, and the exceptional collections of the Academy and the Academy Museum.
- Collect and preserve movie-related materials, objects, and ephemera in partnership with the Academy Film Archive and Margaret Herrick Library.
- Highlight new and iconic moviemaking technologies in exhibitions, public programs, and educational initiatives.

Embrace Diversity and Be Radically Inclusive

- Ensure all programs, initiatives, and operations—from exhibitions and programs to staffing and leadership development—embrace a commitment to diversity and inclusion.
- Represent a broad spectrum of global movies and moviemakers in exhibitions, public programs, and educational initiatives.
- Welcome visitors of all ages and abilities, online and on-site, to discover their own connections to moviemaking and storytelling.

- Foster an anti-racist, anti-oppressive, and anti-sexist culture built on transparency and accountability that ensures all staff, communities, audiences, and partners are treated with respect.
- Engage the diverse communities of Los Angeles County by offering a wide variety of free and accessible spaces and programs.

Educate, Provide Inspiration, and Encourage Discovery

- Offer innovative and engaging educational programs for K–12 students, college students, and lifelong learners.
- Present new ways for students, moviemakers, cinema lovers, and visitors from Los Angeles and around the world to learn about and appreciate the past, present, and possible futures of motion pictures.
- Participate actively in the international network of educational and cultural institutions dedicated to the study, exploration, and presentation of motion pictures.

Purpose of the Collection Management Policy

The Academy Museum seeks to foster a greater appreciation and understanding of the contributions of the film industry and the Academy by collecting and preserving, exhibiting, and interpreting objects so the public may engage and learn about the past, present, and possible futures of motion pictures. Our collection is the principal means by which the museum’s mission is fulfilled, and the museum is therefore committed to further developing the collection according to the highest ethical standards and in compliance with all applicable laws.

This Collection Management Policy (the “Policy”) is intended to document and consolidate the policies that guide the development and care of the museum’s collection, consistent with the museum’s mission and with relevant professional standards. The museum’s Board of Trustees has adopted this policy to assure that Academy Museum collections are appropriately documented and accounted for, as well as protected, secured, and preserved; that decisions regarding the acquisition, deaccession, and lending of works in Academy Museum collections are made in a manner consistent with the museum’s mission, compliant with applicable law, and reflective of the highest professional standards; and that collection-related activities promote the public good.

II. Scope of Academy Museum Collections

The Academy of Motion Picture Arts and Sciences began collecting film-related materials in 1927, the year of its founding. Today, the Academy’s unparalleled permanent collection contains more than 13 million photographs, film and video assets, screenplays, posters, production and costume design drawings, costumes, props, special collections, and more.

The Academy includes several collecting departments: the Margaret Herrick Library, the Academy Film Archive, Oral Histories, the Science and Technology Council, and the Academy Museum Foundation. The Academy Museum Foundation collection was formed in 2008 when the Foundation was created. The collection spans pre-cinema to the present, with objects acquired through donation, purchase, and transfer from other Academy collection departments.

The Academy Museum’s collecting remit encompasses film technology such as cameras, projectors and sound equipment, with a focus on commercial, as opposed to amateur,

equipment; screen-used costumes (from complete ensembles to individual components and accessories); and production objects used during planning and development (such as models, maquettes), as well as those seen on-screen and/or used to create special effects (props, models, set elements, set decoration, matte paintings, backdrops).

In addition, the museum collects makeup and hairstyling tools and equipment, such as makeup kits, brushes, irons, life casts, wigs, hair accessories, and applied prosthetics. The museum also collects items related to the art and craft of animation, including tools used by artists to create animated films (e.g., maquettes, pencils, paints, desks), as well as objects that appear on-screen (puppets, models, backgrounds). Cels and animation drawings themselves are generally collected by the Margaret Herrick Library.

The museum's collection currently includes a limited number of fine art and personal effects, including Academy Award red carpet fashions. These are collected on a case-by-case basis depending on the quality and significance of the object(s) in question. Ephemera and 3D promotional material is also collected on this limited basis.

While moving image is primarily the domain of the Academy Film Archive, the museum's collection includes some time-based media. Other future forms of media and objects may be developed and included in the collection. From time to time, the Collections and Exhibitions Committee may authorize acquisition of extraordinary objects outside the scope of these general categories.

It is important to note that there may be instances where the collecting missions of various Academy collecting departments may overlap with that of the museum's, and resources (staffing and collection care), as well as donor wishes and the mission of each institution, should be considered. Academy Awards statuettes are generally held and administered by the Academy. However, the museum does hold statuettes that form part of larger personal collections (e.g., Eiko Ishioka). Other 3D objects relating to the awards show are also part of the Academy, as opposed to the Academy Museum collection. The Academy does not collect around television or video games.

III. Duties of the Board of Trustees and the Collections and Exhibitions Committee

With respect to the Academy Museum collections, the museum's Board of Trustees has authority to act in a fiduciary capacity, providing oversight of the growth, maintenance, exhibition, conservation, study, and publication of objects in the collection.

Duties include, but are not limited to:

- approve all acquisitions or as may be designated by the Trustees from time to time;
- approve all acquisitions of any value;
- approve any proposal for acquisition which may include: gifts, bequests, fractional interest gifts, promised gifts, purchases, partial gift/partial purchase ("donative sale"), exchanges, transfers, commissions, and joint ownership of objects;
- approve the deaccession of objects for sale, exchange, or other means of disposal;
- review or approve loans of museum objects pursuant to Section XI of this Policy; and

- review on a regular basis the type and amount of insurance coverage carried for the museum's collections and objects on loan to the museum.

A majority of serving Trustees constitutes a quorum for the transaction of business by the museum Board, and a majority vote shall carry an action of the Board at a meeting where a quorum is present, except as otherwise provided by law, by the Articles of Incorporation, or by the Trustee Bylaws as stated in Article IV, § 5. Likewise, a majority of serving Committee members constitutes a quorum, and a majority vote is needed for action where a quorum is present.

The Collections and Exhibitions Committee is a committee of the museum Board. Its purpose is to support the collection and exhibition goals of the museum and lay the groundwork for future growth of the museum's collections. The Committee may act on behalf of the museum Board when authority to do so is delegated by the museum Board. The Committee will act in accordance with its charter.

IV. Acquisitions

General Principles

Any object proposed for acquisition should be of excellent quality (involving a variable combination of film historical and/or cultural importance, aesthetic quality, and technical distinction); fall within existing museum collecting areas; advance the museum's educational mission; and exist in a good state of preservation (unless, in special circumstances, its importance outweighs condition concerns; its restoration is deemed to be feasible by the relevant museum conservator; or the deteriorated physical condition is integral to the meaning of the work). The Academy Museum must be able to obtain good title to any proposed acquisition, and to display, store, and care for it according to generally accepted museum practices. All collecting must be in accordance with the highest standards of professional practice, consistent with guidelines promulgated from time to time by the Association of Art Museum Directors (AAMD).

Acquisition Procedures

For all acquisitions, whether by purchase, gift, bequest, or exchange, the curator recommending the acquisition must write a report including a description of the work; its condition, date, attribution, importance, and relevance to the museum's collection; justification for acceptance; provenance; and intentions for display. A conservator, registrar, or collection manager, when possible, should examine proposed acquisitions and provide an assessment of its condition for consideration during the acquisition process. All proposed acquisitions must be discussed and agreed upon by the senior Curatorial team, in consultation with the Registration and Collections Management department.

The Academy Museum Director and President has authority to approve acquisitions valued up to and including \$100,000. All acquisitions under \$100,000 approved by the Director and President will be reported to the Board of Trustees.

The museum generally does not accept restrictions on proposed acquisitions; any exceptions require approval by the Board of Trustees (for example, if the proposed restrictions are not deemed onerous or inappropriate, and the museum's best interest is served by accepting

them). Staff should work closely with the Office of the General Counsel on appropriate terms and conditions for any special conditions. The museum reserves the right to decline a gift or bequest for any reason, including but not limited to concerns about the costs of its transportation, installation, storage, or conservation.

The museum should seek all rights of reproduction in objects it acquires, unless the donor does not own such rights or the gift is made by a living artist of the artist's own work. In such cases, the museum will seek a non-exclusive right of reproduction from the copyright owner.

The registrar accessions acquisitions by creating a record in the Academy Museum's collections management database, assigning an accession number following the museum's numbering procedures, ensuring that the object is numbered (if feasible based on the physical properties of the object), creating a permanent object file, and updating the database with tombstone information, images, value, location, and credit line.

V. Guidelines for Acquisitions

Inquiry and Research

No object will be acquired without reasonable assurance that good title can be transferred. The museum shall do due diligence and research the provenance of an object prior to acquisition to determine that it is possible to obtain good title. Such research should include, but is not limited to:

- the ownership history of the object;
- any film production contract;
- previous auctions; and
- the circumstances under which the object is being offered to the museum.

For every acquisition, the Academy Museum shall make a best effort to obtain all available information and accurate written documentation about the ownership history of the object, as well as examine the authenticity of an object. Due to the nature of film production and usage, it is recognized that film objects may have provenance that is difficult to determine. Museum acquisitions must comply with applicable law.

Accessioning

In its stewardship of the Academy Museum's collections, the Academy Museum recognizes that it holds its collections for the benefit of the public. Once acquired, an object will be promptly accessioned and catalogued in accordance with the museum's standard procedures and contemporary standards of the field. The Academy Museum's Code of Ethics should be adhered to in all activities of accessioning and deaccessioning collection material.

Warranty and Indemnification

The museum will seek representations and warranties when buying objects for which the seller has good title and the object is free from any liens, claims, and encumbrances. The museum will seek indemnification for a full refund for the object in the event of any material breach of warranty.

Claims

The museum will take appropriate steps, promptly and in good faith, to address another party's claim to ownership of an object in the collection. These steps may, in the appropriate circumstances, include a decision to transfer the object to the claimant, provided such a transfer is consistent with the Trustees' legal and fiduciary duties as stewards of a charitable trust.

Nazi-Era Provenance

The Academy Museum will be guided by the 1998 Report of the AAMD Task Force on the Spoliation of Art during the Nazi/World War II Era (1933–1945) (Addendum 2001, aamd.org), and in addition to pursuing the rigorous research and documentation required for all acquisitions, will observe the following standards when considering the acquisition of works that were likely to have been in German-occupied Europe between 1933 and 1945.

- Where information is incomplete about a proposed acquisition, curatorial staff should undertake and document additional research to attempt to determine the Nazi-era provenance of the work. In the absence of evidence of unlawful appropriation, the gift or purchase may proceed. Where there is evidence of unlawful appropriation without subsequent restitution, the museum shall not acquire the work until taking further action to resolve these issues.
- If the museum, as a result of its continuing research, determines that a work in its collection was unlawfully appropriated during the Nazi era without subsequent restitution, the museum shall make such information public. If a legitimate claimant comes forward, the museum shall seek to resolve the matter in a prompt, equitable, appropriate, and mutually agreeable manner.
- In the event that a third party claims a work in the museum's collection was unlawfully appropriated during the Nazi era without subsequent restitution, the museum shall review the claim promptly and responsibly. The museum shall request information from the claimant in order to assist in determining the ownership of the work. If, after working with the claimant, the museum determines the work was unlawfully appropriated without subsequent restitution, the museum shall seek to resolve the matter in an equitable, appropriate, and mutually agreeable manner.

Archaeological Materials and Ancient Art

Although generally falling outside the scope of the collection, in addition to pursuing the rigorous research and documentation required for all acquisitions, the museum will observe all of the following standards when considering any acquisition of antiquities, including archaeological material and ancient art:

- The museum will thoroughly research the ownership history of any proposed acquisition of antiquities, including a rigorous effort to obtain accurate written documentation about ownership history and import and export documents.
- The museum will seek from sellers and donors all information of which they have knowledge and all documentation that they possess about the work being considered for acquisition, as well as appropriate warranties.

- The Academy Museum must comply with applicable local, state, and federal laws relevant to acquisition decisions.
- In the event that the museum acquires an object that falls within this category, the museum shall post identifying information about the object, including an image, its known provenance, and facts relevant to the decision to acquire it, on the museum's website.
- In considering any acquisition of ancient art or archaeological material, the museum shall carefully balance the possible financial and reputational harm of acquiring the work against the benefit of collecting, presenting, and preserving the work in trust for the educational benefit of future generations.
- Every acquisition of ancient art or archaeological material must be approved by the Board of Trustees, following review by the Collections and Exhibitions Committee.
- If, in the course of continuing research, the museum obtains information that establishes another party's ownership of a work, the museum shall bring this information to the attention of that party. In the event that a third party brings to the attention of the museum information supporting that party's claim to the object, the museum shall respond promptly and responsibly, and shall take appropriate steps to address the claim, including, if justified, returning the work.

Donations

Any donation of objects by an individual or organization is categorized as a gift. There must be clear intention on the part of the donor to transfer title and possession of the property. All proposals will have been diligently researched. In order for a title to transfer legally, there must be intent, acceptance, and delivery of the physical object. A written deed of gift must be executed for all donations.

Fractional Gifts

Fractional gifts may be made, generally for tax purposes because a taxpayer's deduction in any one year is limited. If the museum accepts the offer, a deed of gift detailing the arrangement is produced by the museum in consultation with its legal counsel. The deed may convey one portion only, or it may transfer title automatically to further portions of the work through several years. As a rule, a fractional gift must be in the possession of the museum for a part of each year equal to the percentage owned by the museum. A fractional promised gift in the custody of the museum is treated as an accessioned object, as long as the pledge of the donor to the museum is binding.

Promised Gifts

Promised gifts may be made by a donor in the form of a letter expressing the donor's intent to give a specific object to the museum at some future time. The museum may encourage the donor to include the gift to the museum in his or her will to ensure the donor's promise is carried out if the donor is unable to make the gift during his or her lifetime. The donor may retain the objects, or a promised gift in custody of the museum should be treated as a loan and a loan agreement should be drafted.

Bequests

A museum may or may not know of a bequest in advance. The Academy Museum prefers to be notified in advance regarding potential bequest(s) in the form of a letter from the bequestor. Any additional information about the bequest, such as images or authentications, would be beneficial for museum records. Bequests should be documented by retaining a copy of the provision of the will as evidence of the transfer of title. If objects come to the museum not under the terms of the will but as gifts by heirs of objects included in the estate, that is, if title passes first to the heirs and they, in turn, make a gift to the Museum, then the transfer is documented with a deed of gift. The museum reserves the right to refuse any unsolicited bequests.

Partial Gift/Partial Purchase (“Donative Sale”)

A partial gift/partial purchase is an instance where a vendor offers an object to the museum at a substantially lower than fair market value with the intention of benefitting the museum by virtue of the reduced price. The vendor is also a donor. A bill of sale should be used to record the transaction.

Purchases

Purchases for the museum can be made in a variety of ways: at auction, from or through dealers, or directly from individuals or organizations. Objects can be commissioned; a bill of sale and a proof of payment in addition to curatorial documentation should be retained. Commissions are a type of purchase but are not necessarily accessioned into the collection. If commissions are considered for accessioning, then the same rigorous process of review should apply.

Exchanges

Exchanges are rare and are primarily done between museums. They should be treated as a form of purchase. The Academy Museum should trade objects of equal value to the objects it receives from another museum. Objects should be deaccessioned before traded. The terms of exchange should be set forth in writing and should establish the fairness of the exchange by means of appraisals and other expert opinions.

Transfers

Transfers of objects between Academy of Motion Picture Arts and Sciences collecting institutions may occur occasionally. Transfers of objects into the Academy Museum’s collection should be considered a donation. Transfers of objects from the museum’s collection to another Academy entity should first be reviewed to determine if such transfer constitutes a deaccession.

Jointly Owned Objects

In some circumstances, it may benefit the museum to share ownership of an object with another institution or individual. All proposals to share ownership of an object must be approved in advance by the Board of Trustees and should carefully consider all of the proposed terms of joint ownership, including, but not limited to, each owner’s responsibility for storing and conserving the object; for sharing the costs, if any, of acquisition; and for allocating rights of exhibition and publication. Staff should work closely with the Office of the General Counsel on appropriate terms and conditions for any joint acquisition.

Resource

The museum will also maintain a resource collection comprised of objects that may be used for educational or exhibition purposes. Objects in the resource collection are not accessioned and will not be provided the same type of care as accessioned objects. Resource collection objects should not be used as office art or distributed/taken by museum staff without proper protocol. The collection should be refined periodically, for the advancement of the museum's mission in accordance with museum field best practice. Refer to the Academy Museum's Code of Ethics document for policies and procedures.

Archive

The Museum may form an archive that documents the history and development of the museum, its collections, exhibitions, and programs as well as the contributions of individuals and groups associated with the museum. This archive may include organizational records such as correspondence, architectural plans, film, and publications created by the museum. The archive may also contain acquired materials which promote the museum's missions and add value to the museum's collections and exhibition programs.

End of Year Gifts

The Director and President has the authority to accept donations of objects after the December Collections and Exhibitions Committee meeting through December 31. These donations of objects are referred to as "End of Year" gifts and the accession of these works into the permanent collection is subject to ratification by the Collections and Exhibitions Committee and the Board of Trustees the following January. Title to such gifts shall be transferred to the museum upon execution of an appropriate Deed of Gift prior to the end of the calendar year but shall not be deemed to be accessioned into the permanent collection until final ratification by the Board of Trustees.

VI. Staff Policies Related to Acquisitions

Appraisals

Unusual aspects of, or structures for, proposed gifts should be reviewed by the Office of the General Counsel. Donors are responsible for obtaining appraisals of gifts for which they expect income or estate tax advantages in donating the objects to the museum.

The Academy Museum does not provide appraisals to donors. Consistent with IRS guidelines, the museum cannot act as a qualified appraiser because of the inherent conflict with its role as a donee. If a donor asks for assistance in locating an appropriate appraiser, a museum employee may suggest several qualified appraisers, but more than one name must be provided. The museum should neither make arrangements nor pay for the appraisal. The museum may provide an appraiser with access to the object, images of the work, and any appropriate and relevant factual information in the museum's possession.

The Director is authorized to accept certain gifts of objects within sixty days of the date of a certified appraisal, which may occur between Collections Committee meetings, in order to comply with IRS instructions for the Completion of the Noncash Charitable Contributions Form 8283, wherein appraisal requirements stipulate that the appraisal must be made not earlier than sixty days before the date of the gift of an object.

Personal Collecting

Trustees

While the Academy Museum appreciates that Trustees engage in collecting, no Trustee or family member of a Trustee, as defined in the Conflict of Interest Policy (a “Family Member”), may knowingly compete, directly or indirectly, with the Academy Museum for the purchase of items of interest to the Academy Museum for its collection. If there is a perception of a conflict, the Academy Museum must be granted a first option to acquire the object or objects in question. No Trustee or Family Member may directly or indirectly purchase items deaccessioned from the Academy Museum’s collections or otherwise benefit from its sale or trade.

It is anticipated that sales of objects by a Trustee or Family Member directly or indirectly to the Academy Museum will be at a price substantially below fair market value, as determined by an independent appraisal. Any sale by a Trustee or Family Member, whether or not at a below market price, shall be upon terms approved by the Audit Committee, and the Trustee shall disclose his/her interest to the Audit Committee and abstain from voting.

No Trustee or Family Member may, temporarily or otherwise, appropriate items from the Academy Museum’s collections for their personal collection or personal use except for temporary loans made in specific circumstances approved in advance by the Audit Committee of the Board of Trustees.

Employees, Volunteers, Independent Contractors

No employee, volunteer, or Independent Contractor shall compete with the Academy Museum in any personal collecting activity. No employee, volunteer, or Independent Contractor shall use the Academy Museum name to promote his/her/their or an associate’s/family member’s personal collecting activities. No employee, volunteer, or Independent Contractor shall participate in the dealing for profit in film-related objects of the type collected by the Academy Museum. For purposes of this Code of Ethics, “dealing” shall mean being engaged in the regular business of selling film-related objects for profit.

Once employed or retained by the Academy Museum, the potential acquisition of an object related to the Academy Museum’s collections shall be disclosed to the Ethics Committee and a right of first refusal for the purchase of such work shall be offered to the Academy Museum. In the Annual Code of Ethics Compliance Statement (employees and Independent Contractors must disclose all personal acquisitions made during the year.

In connection with personal dealing and collecting, employees, volunteers, and Independent Contractors are encouraged to exercise good faith at all times and to disclose any object about which they are unsure with respect to their obligations under this Code of Ethics. Disclosure will be treated with all due discretion by the Academy Museum.

VII. Deaccessioning

General

In forming and maintaining a collection of the highest quality, the Board of Trustees considers it

legitimate and desirable to refine the collection through the occasional sale, exchange, ethical disposal, or donation of previously acquired objects. The purpose of removing objects from the collection (also known as deaccessioning) is to strengthen the collection. Deaccessioning may enable the museum to acquire better works than those removed from the collection.

The removal of objects from the museum's collection must be carried out judiciously, with the same caution and prudence as is exercised in acquisition. The museum will honor all legal restrictions imposed on a gift or bequest of an object, as well as, to the extent feasible, precatory requests accompanying gifts or bequests.

Criteria

Objects may be removed from the permanent collection for any of the following reasons, without limitation:

- Proceeds from the sale of the object can enhance the collection by providing acquisition funds.
- The object is deemed inferior in quality to the overall standard of the collection (to accomplish refinement of the collection).
- The object is duplicative and thus deemed unnecessary to retain.
- The object can be exchanged as full or partial compensation for a more desirable work.
- The condition of the object is such that repairs are not feasible or will render the object essentially false.
- The object presents a hazard to people or other collection items.
- The object is a forgery or reproduction.
- The object does not belong to any field within which the museum collects.
- A trade involving the object is available and is deemed advantageous with respect to the collection of the museum.
- Possession of the object violates the law or applicable Trust policy.

Guidelines

Approvals

A deaccession proposal from the Director and President or Chief Artistic and Programming Officer must be submitted and should include a justification for deaccession of the object. Any restrictions or conditions on the gift must be included on the proposal, if applicable. The Board of Trustees must approve the deaccessioning of all objects. All deaccession decisions must be promptly reported to the Board of Trustees.

Proceeds

Proceeds from the sale of collections are to be used in accordance with the museum's standard procedures and contemporary standards of the field. Proceeds derived from the sale of a deaccessioned object shall not be used as operating funds, but only for the purchase of acquisitions for the collection consistent with the acquisition procedures of the museum. Objects purchased using funds from deaccessions or exchanges will include a credit line acknowledging the original donor, if any, unless such donor or donor's representative requests or agrees otherwise. The museum will comply with any interim policies regarding use of deaccession funds which will be approved by the Board of Trustees.

Proceeds from the sale of deaccessioned objects will be credited to the museum's acquisitions funds. Expenses incurred in the disposal of an object (except for a seller's premium at auction)

will come from museum operations and will not be deducted from the proceeds of the sale.

Restrictions

Before recommending the deaccessioning of any object, the museum shall confirm that it has good title to the object (unless title concerns are the basis for deaccessioning) and that there are no legally binding restrictions that prevent disposal. When legally binding restrictions are attached to an object, they will be observed unless the museum is relieved from compliance with such restrictions by appropriate legal authorities.

Credit to Donors

In the case of sale or exchange of gifts or bequests, credit to the donor will be transferred to resulting acquisitions where appropriate.

Notification

In the case of an unrestricted gift, the museum will make a reasonable effort to contact the donor to apprise him or her of the proposed removal. Such action shall not be construed as a request for permission to deaccession.

Term of Possession for Gifts

Accessioned objects must remain in the collection for at least three years before being deaccessioned.

Found in Collection Objects

Objects found among permanent collection items with no documentation will be assigned an FIC prefix followed by the year in which it was found. For example, FIC.2019.1 refers to the first Found in Collection object of that year. Objects will be marked with an archival tag with the ID number and any other known information. The museum will practice all due diligence in establishing the origin and legal status of Found in Collection objects before accessioning or disposal.

Unclaimed Loaned Property

Loans to the Academy Museum should be closely monitored, and contact maintained with all lenders, as appropriate under the circumstances. Lenders are required by law to promptly provide written notice to the museum of any change of address or change of ownership. The Director and Collections staff will consult with the museum's Chief Counsel regarding any abandoned, undocumented, or unclaimed property. The museum will follow all relevant procedures after objects have been unclaimed by their owners, pursuant to applicable law, namely the California Civil Code §1899 to 1899.11 and the Unclaimed Property Law (commencing with Cal. CCP Code § 1500). After objects have been unclaimed by their owners, with no contact, for a minimum of seven years, the museum will publish a notice including specified information. If an ownership claim or a valid notice of intent to preserve an interest of loaned property is not made within 120 days of the museum's notice, then title of the property passes to the museum. Additionally, if more than 25 years have passed after the last written contact between the lender and the museum, as evidenced by the museum's records, then such property will be deemed as donated to the museum. Any unclaimed or donated loaned objects may then be accessioned, deaccessioned, or disposed of as determined by the Director and the Board of Trustees.

Unsolicited Donations

Unsolicited donations may be defined as objects or works left in physical custody of the museum without prior notification or consultation with museum curatorial or collection staff. This may also include unsolicited bequests. Additionally, the Academy Museum has no legal ownership of the objects or works. Should an unsolicited donation be accompanied with contact information, collection staff will return the objects to the owner. An incoming and outgoing receipt will document the transfer, as well as a tracking number or certification accompanying the return package.

Should an unsolicited donation be left anonymously, the museum will follow procedures for abandoned or undocumented property.

Forgeries and Reproductions

A forgery will be so marked, and the museum will not return it to the market, unless disposal can be accomplished in a reasonable manner, without confusion to a potential buyer.

Records

The Registrar's Office will maintain a permanent record of any works deaccessioned, including a report on its condition and the circumstances of its removal from the collection.

Methods of Disposition

The methods of disposition may vary according to the existing market for each type of object and according to current market conditions. There are seven principal methods of disposing of deaccessioned objects:

- by sale at public auction;
- by sale through consignment, by whole or partial exchange, or by direct sale to a dealer or other buyer;
- by gift, whole or partial exchange, or direct sale to another museum or suitable institution;
- by return to the original vendor for reimbursement;
- by return to a previous owner or to the country of origin, for such compensation as is deemed appropriate;
- if there is minimal or no market value, deaccessioned objects may be assigned as study material in the resource collection for research or conservation; or
- by ethical disposal.

Ethical Considerations

Members of the museum staff, trustees, or their family members may not directly or indirectly purchase items deaccessioned from the Academy Museum's collections or otherwise benefit from its sale or trade. No deaccessioned objects may be acquired from the museum by any person or entity barred from transacting business with the museum by applicable law or Trust policy.

VIII. Care of the Collections

The Academy Museum is entrusted with the preservation of its collection as well as objects on loan and must be guided by respect for the integrity and conservation of the objects. Conservation is essential to the museum's stewardship of its collection. The museum shall

conserve objects in accordance with the highest standards. The museum shall provide a safe, stable, and appropriate environment for the collections, with effective security and environmental control, for the benefit of present and future generations. The museum should maintain appropriate standards of handling and installation to preserve works in the collection. The museum's conservation and collection management standards shall be maintained for objects on loan to the museum or borrowed from the museum.

IX. Records and Inventories

The Academy Museum, through its Curatorial, Registration, and Conservation departments, shall maintain accurate, up-to-date records on the identification, location, and condition of all objects in the collection, as well as of ongoing activities such as exhibitions, loans, research, and correspondence with donors, creators, and scholars. These records should be recorded in the museum's collections management system. Any original paper files regarding the acquisition of objects should also be retained.

The Registration department maintains coherent, organized records on accessioned, non-accessioned, and deaccessioned objects, departmental loans, exhibition loans, and objects brought into the museum for possible purchase or gift. The Registration department is responsible for updating and maintaining database records for the collection to ensure limited and appropriate access to confidential records.

All records created or received in the transaction of the museum's proper business are the property of the museum and must not be dispersed or destroyed except in accordance with its record-retention policy.

The museum shall make available to qualified researchers and scholars materials relating to the collections unless they are confidential or would suffer physical harm if handled.

The museum regularly conducts physical checks of the objects to ensure accurate location records, including installation and de-installation object counts, gallery audits, conservation lab inventories, and internal inventory audits. Museum security officers will make daily inspections of museum galleries and exhibition cases.

X. Access to Museum Collections

The Academy Museum is dedicated to the presentation, conservation, study, and interpretation of objects significant to the film industry and its legacy. The museum pursues its mission locally, nationally, and internationally, serving both the general interested public and a wide range of professional communities in order to promote a vital, civil society through an understanding of the visual arts.

Among the primary means for the Academy Museum to fulfill this mission is the presentation of exhibitions of its own works and those borrowed from other owners. The museum shall provide additional access to its collections through loans to other institutions. The museum shall support continuing scholarly investigation and research in order to document, publish, and advance understanding of the museum's collections as well as contribute to broader academic and public discourses.

Access to collections and related information can take various forms, including publications, public programs, and digital means, such as the Academy Museum's website, social media, podcasts, and interactive forms of engagement.

XI. Outgoing Loans

General

In order to make the collections available to a larger public and to advance film historical research, the Academy Museum will lend objects from its permanent collections.

Criteria

Loans will be made to qualified institutions for exhibition, display, or other educational purposes based on the following criteria:

- the quality of the borrower's project, including its scholarly purpose and the public exposure the loan can give to the object;
- the condition of the object and its ability to withstand the rigors of transport, handling, and public display;
- the ability of the borrower to handle, install, secure, insure, display, and otherwise care for the object safely; and
- a risk assessment of the external environment of the borrower, including war, terrorism, pandemic, extreme weather conditions, etc.

Guidelines

All loans must be approved by the Director and reported to the Board of Trustees.

Individual loans valued at \$2 million and higher will be presented to the Board of Trustees for approval.

Loans will be made in accordance with the current museum procedures approved by the Director.

Every loan will be governed by a written agreement stating requirements and conditions to which the borrower must agree. All loans shall be made for specified periods of time.

The museum typically lends only to public or private museums. Loans will not be made to private individuals or commercial galleries except under exceptional circumstances. These exceptions will require Board approval.

The museum will not lend an object if its display in the Academy Museum is necessary to maintain the integrity of the museum's own gallery installation or exhibition program. The museum reserves the right to refuse loan requests.

XII. Incoming Loans

General

The Academy Museum regularly receives objects on loan for display, conservation, acquisition consideration, or study purposes.

Guidelines

Incoming loans for display with the collection, conservation, acquisition consideration, or study must be approved by the Chief Artistic and Programming Officer in consultation with the Collection Management department. Incoming loans for temporary exhibitions must be approved by the chief curator in advance of the museum Director's written request to the lender.

Loans, including works on temporary deposit, will be handled in accordance with current museum procedures for approving and processing loans.

Every loan will be governed by a written agreement with the lender, stating an agreed-upon value as well as requirements and conditions of the loan. All loans shall be made for specified periods of time.

XIII. Effective Date

This policy shall be effective immediately upon approval by the Board of Trustees and shall supersede all prior policies on the topics addressed herein.

XV. Policy Review/Revisions

The Collections Management Policy will be fully reviewed on an annual basis by Academy Museum staff and requested changes (if any) will be brought before museum administration for approval. If no changes are to be made, the Collections Management Policy can be approved for the next annual period. This Collections Management Policy is subject to revision at any time by request of the staff or Board of Trustees. All changes must be officially approved before the Collections Management Policy is to be updated. The Collections Management Policy is a public document and must be accessible for all interested parties.