



**Monroe County Museum System Board of Trustees
Regular Meeting**

Wednesday, March 11, 2026 @ 6 pm
126 South Monroe Street
Monroe, Michigan 48161

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from Regular Meeting of February 11, 2026
5. Public Comment
6. Markers Committee
7. Projects Fund Committee
8. Awards Committee
9. New Business
 1. Monroe County Museum System Department Report
 2. Acceptance of Accessions - **Action Needed**
 3. Approval of Deaccessions - **Action Needed**
 4. Collections Policy (Draft)
10. Old Business
 1. Museum Expansion Update
11. Public Comment
12. Board Comments
13. Adjournment

Next Meeting

April 8, 2026 @ 6 pm
Monroe County Museum
126 South Monroe Street
Monroe, Michigan 48161

2026 Monroe County Museum System Board of Trustees

(All terms expire December 31, 2026)

Officers	Trustees
Chair Brian Egen, County District 6	Trustee Emeritus Richard Micka
Vice Chair Michelle Lavoy, County District 5	Trustee Barbara Roe, County District 1
Secretary Michael Humphries, County District 8	Trustee Thomas Heywood, County District 2
Immediate Past Chair Hobby Nels	Trustee Sue Wagers, County District 3
	Trustee L William Conner, County District 4
	Trustee Anne Noland, County District 7
	Trustee Nick Guthrie, County District 9

2026 Board of Trustees Committees

(Appointed annually by the board chair)

Executive Committee	<i>Board:</i> Brian Egen (Chair), Michelle Lavoy, Michael Humphries, Hobby Nels <i>Staff:</i> Andrew Clark, JJ Przewozniak
Awards Committee	<i>Board:</i> Michelle Lavoy, Anne Noland, Sue Wagers <i>Staff:</i> Andrew Clark
Markers Committee	<i>Board:</i> Nick Guthrie (Chair), Brian Egen, Michael Humphries, Barbara Roe <i>Staff:</i> Andrew Clark, JJ Przewozniak
Projects Committee	<i>Board:</i> Michael Humphries (Chair), Bill Conner, Brian Egen, Nick Guthrie <i>Staff:</i> Andrew Clark

Mission Statement of the Monroe County Museum System

At the Monroe County Museum, we fuel and cultivate our visitors' curiosity through the exploration of Monroe County's reach and varied stories, joining together to unearth meaning and illuminate relevant connections between the past, present, and future.

Monroe County Museum System Board of Trustees
Meeting Minutes: Wednesday, February 11, 2026 // 6:00 PM
Held at the Monroe County Museum
126 South Monroe Street, Monroe, MI 48161

Attendance:

Brian Egen, Chair	District 6	Present
Richard Micka, Trustee Emeritus		Present
Mike Humphries, Secretary	District 8	Present
Hobby Nels, Immediate Past Chair		Present
Nick Guthrie	District 9	Excused
Thomas Heywood	District 2	Excused
Michelle LaVoy, Vice Chair	District 5	Present
Barbara Roe	District 1	Excused
Sue Wagers	District 3	Present
L. William Conner, Jr.	District 4	Absent
Anne Noland	District 7	Present

Museum System Staff

Andrew Clark, Director

JJ Przewozniak, Deputy Director

Robert Lutey, Lead Historian

The meeting was called to order at 6:00 p.m. by Chairman Egen, and roll call was taken by Secretary Humphries.

Mike Humphries nominated Brian Egen for the position of Chair. It was seconded by Sue Wagers and passed unanimously.

S. Wagers nominated Michelle LaVoy for the position of Vice Chair. It was seconded by H. Nels and passed unanimously.

M. LaVoy nominated M. Humphries for the position of Secretary. It was seconded by S. Wagers and passed unanimously.

S. Wagers nominated H. Nels for the position of Immediate Past Chair. It was seconded by Ann Noland and passed unanimously.

M. Humphries nominated Richard Micka for the position of Trustee Emeritus. It was seconded by M. LaVoy and passed unanimously.

M. Humphries made a motion to approve the agenda, which was supported by S. Wagers, and passed unanimously.

The board agreed by consensus to continue the current makeup of the committees and the committee chairs.

S. Wagers made a motion to approve the meeting minutes from the December 10th meeting. It was supported by M. Humphries and passed unanimously.

1st Public Comment: None

Markers Committee Update: Director Clark informed the group that Sewah is currently in the process of sandblasting and painting some of the markers that they have. Two additional markers are in the production queue. S. Wagers asked if there is an ETA on the two markers in the queue, to which A. Clark responded that Sewah doesn't provide that information. B. Egen pointed out that the state level markers committee generally accounts for a six month waiting period on the markers.

Projects Fund Committee Update: M. Humphries had nothing to report.

Awards Committee Update: M. LaVoy had nothing to report.

New Business: Deputy Director Przewozniak gave a presentation regarding the upcoming First Flag project. The museum, with the support of various community groups and members of the public, will be hand-sewing a small-scale replica of a 1796 American flag. The flag, once completed, will be flown at the Monroe County Courthouse and possibly later at the Detroit Historical Society.

M. Humphries made a motion to accept the department reports and was supported by H. Nels. A. Noland asked about the smell mentioned in the director's report. A. Clark explained that the smell is concentrated in the south side of the building and is activated once the boiler turns on. The smell persists despite the staff's efforts to clear out the exhaust pipes on the roof and the placement of air fresheners around the museum. The aforementioned motion passed unanimously.

M. Humphries made a motion to accept the accessions and was supported by A. Noland. It passed unanimously.

M. Humphries made a motion to acknowledge the absence of items up for deaccession. It was supported by S. Wagers and passed unanimously.

Old Business: A. Clark gave a brief update regarding the building expansion, showing the group 3D renderings of the new space. He also mentioned that the overall design of the building is fixed and the focus is now on finishes and materials.

2nd Public Comment: David Hoffman asked about the historical projects fund, and A. Clark replied that the applications went out last month. Applications will start coming back in next month. Hoffman also noted the presence of a large flag in Dundee.

Board Comments: S. Wagers expressed her excitement for the flag project. A. Noland thanked A. Clark and JJ Przewozniak for all their work on the flag project. H. Nels praised the flag project and echoed A. Noland's sentiments. R. Micka encouraged staff to keep up the good work. M. Humphries expressed his anticipation for the start of construction and also praised the flag project. JJ Przewozniak shared the others' excitement and also invited the group to the museum's *Knife at the Museum* event in March. A. Clark said that the flag project is just a part of the suite of activities the museum will be doing for America 250. B. Egen expressed his appreciation of the board and the support it has provided to the museum. He also mentioned the opportunity for national exposure with regard to the flag project. S. Wagers asked if someone might be willing to do filming of all the groups as they work on the flag project. B. Egen agreed that it would be a good idea.

M. Humphries made a motion to adjourn, which was seconded by S. Wagers and passed unanimously.

The meeting was adjourned at 7:06 p.m.

These minutes were prepared by Robert Lutey on February 25, 2026.

MONROE COUNTY MUSEUM SYSTEM

Department Report

Compiled and submitted by Andrew Clark, Director
with contributions from
JJ Przewozniak, Deputy Director and Robert Lutey, Lead Historian

Wednesday, March 11, 2026

Director's Report

Submitted by Andrew Clark, Director

Operating Hours

County Museum

Hours of operation are Sundays through Saturdays, 10 am to 5 pm.

County Archives

Mondays and Tuesdays: By Appointment

Wednesdays: 10 am to 4.30 pm

Thursdays: 1 pm to 4.30 pm

Fridays: 1 pm to 4.30 pm

Territorial Park

Historic buildings closed for the season; grounds open.

Vietnam Veterans Museum

Museum closed for the season; memorial open.

St Antoine's Historic Site

Grounds are open year round.

Upcoming Scheduled Closures

March 27-28, 2026: County Archives Only Closed

April 3, 2026: Good Friday, Close at Noon

April 5, 2026: Easter Sunday, Closed

Upcoming Events

March 14, 15, 21, 22, 28, 29

YesterWays: Papermaking

Monroe County Museum

11 am to 3 pm

Free and open to the public.

March 17

Trinity Lutheran Living Museum

Monroe County Museum

March 18

Frenchtown Spinners
Monroe County Museum
4 pm to 7 pm

March 20

Maple Sugaring
Monroe County Museum *On The Road*
IHM Campus
10 am to 3 pm
Free and open to the public.

March 28

Knife at the Museum
Monroe County Museum
7 pm; 7:45 pm; and 8:30 pm
Free and open to the public; reservations required.

March 31; April 1 and 2

Spring Break Activities
Monroe County Museum
11 am to 3 pm
Drop-In activities: 11 am to 3 pm
Stories: 11 am and 2 pm

April 4

YesterWays: Make a Cockade
Monroe County Museum
11 am to 3 pm
Free and open to the public.

Maintenance and Operations*Museum and Archives*

While we continue to chase the odor, we are feeling more confident that it isn't a boiler issue.

Territorial Park

Traffic lights and crosswalks at the corner of North Custer and Raisinville are now fully functional.

Vietnam Veterans Memorial and Museum

Staff removed debris after part of the fence around the memorial was damaged by a vehicle run-in.

St Antoine's Historic Site Memorial
Nothing to report.

Exhibits Update

Our temporary exhibit on the United Way comes to a close on Sunday, March 15.

Staff have started rearranging cases to make way for the semiquincentennial exhibit.

Refurbishing of old exhibit cases is underway.

A new, in-house designed and built case is on the exhibit floor for testing.

Surplus/non-conforming cases have been eliminated and made available for redistribution to the local history community.

Building Program

Work is on-going with the architect through committee meetings and individual meetings with contractors. Much of the February committee meeting focused on finishes and additional designs will be shared with the Board of Trustees in the March meeting.

The impact on building operations during construction is taking greater shape and the architect is developing some visuals to show the extent of what sections of the building will need to be sequestered. Also, keep in mind that due to the temporary walls in place, large sections of the museum will be generally inaccessible for the duration of construction.

Known sections of the museum to be vacated:

Basement:

All of the newspapers will need to be moved out.

About one third of three-dimensional collections will need to be moved out.

The tops of all shelving units will need to be cleared off.

Storage/laundry room will need to be moved out.

First Floor:

All rear staff and public entrances will be gone.

Back hallway will be closed off.

Deputy Director's office will be closed off and all contents removed.

Programs Office will be closed off and all contents removed except bookshelf.

Stairwell will be inaccessible.

Elevator will be inaccessible.

Second Floor:

Military Exhibits will be closed and all contents removed.

County Archives and archives storage room will be closed and all contents removed.

Second Floor will be inaccessible to the public for the duration of construction.

Markers Program

There are no Markers Program updates at this time though I anticipate a full agenda for April.

Historical Projects Fund

There are no Historical Projects Fund updates.

Applications are due Tuesday, March 31, 2026 at 11:59 pm.

Awards Program

There are no Awards Program updates.

Applications are due Tuesday, March 31, 2026 at 11:59 pm.

Personnel Updates

There are no Personnel Updates at this time.

American Semiquincentennial

Our work continues in semiquincentennial related program. A recent addition is a story time during Spring Break that focuses on Revolutionary War/Founders related books.

Unless prohibited by construction, it is our intent to keep all museum sites open for the Independence Day holiday.

Programs Division Report

Submitted by JJ Przewozniak, Deputy Director

- YesterWays continues on Saturdays and Sundays. The February activity was dedicated to the story of Robert S. Duncanson, experienced through the wild world of watercolor painting. A good time was had by all.
- Participation in OBOC continues. News of the celebrated museum mystery event, A Knife at the Museum, has been released to the masses. It'll take place Saturday, March 28. Planning continues.
- Participation in the building expansion project continues. This happens mostly via meetings and pop-up dialogue with Kohler and their affiliates.
- Sewing and related period clothing work continues. Tasks this period included adding worsted trim to our 1810s woolen blanket capotes and the creation of several new handsewn linen petticoats.
- Assorted programming and operational coordination are always ongoing. This month my focus was mostly on maple sugaring, our patriotic assemblage of revolutionary-themed activities, construction projects slated for April at TPRR, preparation for the building expansion, and planning for some of our standard further-out activities such as Earth Day, Lake Erie Water Festival, and others.
- Furniture and assorted watercraft were moved around museum sites in preparation for the expansion and to make space for new exhibits.
- A new classroom program has made it into our rotation. Special thanks to Nicholas for the critical assembly of information and resources on Michigan history!
- Several staff participated in Michigan History Day at the RRNBP as judges. Thanks to all involved for this opportunity to help cultivate the next generation of history professionals!
- Toward the end of the month, prepping for maple sugaring ramped up. Sap buckets, cauldrons, the sap tank, and assorted tools and supplies were gathered, organized, and prepped for March maple sugaring events. Thanks to the programs division for doing the heavy lifting.
- Special thanks to Donna Casaceli for the creation of a beautiful new red wool toque for the period clothing inventory. This is an example of next-generation reproduction historic material culture; a cut above our old stock that 1) prioritizes era-appropriate materials, 2) is more time-consuming to create, and 3) more firmly documented in historical record.

Collections Division Report
Submitted by Robert Lutey, Lead Historian

Research requests/contacts: 107
Phone: 18
Mail: 6 (17 obits requested)
Email: 58
In-person: 25

I have been assembling artifacts for our upcoming America 250 exhibit. We have some pieces ready that haven't seen the light of day in a long time and I am very excited for people to be able to appreciate them. On a related note, I have also been emptying display cases in preparation for the new exhibit.

I digitized most of our legal forms. This will allow us to bypass the wait with traditional mail service and [hopefully] expedite the donation and loan processes.

Dana and I participated in Michigan History Day as judges. This involved judging numerous history projects which were created by students in the area. It was fascinating to see which historical topics interested the students and it was a pleasure to take part in the formation of our future historians.

Director Clark, Deputy Director Przewozniak and I attended the funeral of Jane Sommer, a long-time member of G.S.M.C. and a supporter of Woodland Cemetery.

I have completed the next iteration of our new collections policy. Included in the document are the suggestions made to me by representatives of the Lakeshore Museum Center, the Grand Rapids Public Museum, the Kalamazoo Valley Museum, and the Arab American Museum.

I picked up the artifacts that Mark Gervasi had been working on and supplied him with new items, including an 1833 French horn, a drum from the Monroe Light Guards, the Merz guitar, a set of clarinets from the Monroe Cornet Band, a WWI bugle, and a handmade violin. Perhaps we can have an exhibit in the new building featuring a selection of items from our great musical instrument collection.

Rachel and I attended the G.S.M.C. meeting on February 7th. The speaker was Adrian Childress from the Bedford branch of the Monroe County Library System. I learned that he and I have very similar roles in our respective institutions. There may be opportunities for collaboration in the future.

Dana has helped me with processing donations and with general research.

Research requests have continued to be handled by Rachel and myself. Topics of interest included the OhioChina Company, Col. Francis Navarre photos, house

research, genealogy research, W.E. Woelmer dog tags, St.Mary's Farm, U-Do-It Car Wash, Raisinville Township schools, and the Betty Koepfgner disappearance of 1972.

Monroe County Museum System

Collections Division

Accessions Report

February 2026

Accession Number	Donor	Item(s)
2026.5	Walter R. Sonnichsen & Mary C. Hall	Monroe postcard collection
2026.6	David Doss	Vehicle registration certificate, 1912
In Progress	Michael Humphries	Dundee Fair souvenir axe, 1906
In Progress	Jon Moore	Political paraphernalia from the 2024 Democratic National Convention.

There were no non-accession transfers made in February 2026.

Monroe County Museum System

Collections Division

Deaccessions Report

February 2026

There are no deaccessions for February 2026.

MONROE COUNTY MUSEUM SYSTEM

COLLECTIONS MANAGEMENT POLICY 2026

The Monroe County Museum System Collections Management Policy applies to all collections owned and maintained by the Monroe County Museum System (hereafter referred to as the *Museum*) for the benefit of the County of Monroe, Michigan. The policy will be adhered to at all of the museum's properties which include the Monroe County Museum, the Monroe County Archives, Territorial Park on the River Raisin, St. Antoine's Historic Site, Third Street Storage Facility, the Vietnam Veterans Memorial and Museum, and any future properties acquired by the County of Monroe and entrusted to the Museum.

I) INSTITUTIONAL HISTORY AND LEGAL ORGANIZATION

The Museum was established in 1939 by the Monroe County Historical Society as the Monroe County Historical Museum, and was first located in the Sawyer Homestead. Ownership was transferred to the County of Monroe in 1966, which established the Monroe County Historical Commission. The Commission was empowered to administer Museums and to acquire, collect, own, and exhibit materials of cultural and historical interest for the County. In 2021, the Commission was renamed the Monroe County Museum System Board of Trustees. The Museum moved to its current location at 126 South Monroe Street in 1973. Today, the Museum continues to operate as a department under the jurisdiction of the County of Monroe and the Monroe County Board of Commissioners.

II) MISSION STATEMENT

At the Monroe County Museum System, we fuel and cultivate our visitors' curiosity through the exploration of Monroe County's rich and varied stories, joining together to unearth meaning and illuminate relevant connections between the past, present, and future.

III) SCOPE OF THE COLLECTION

The County of Monroe, Michigan, through the Museum acting as its agent, will only collect three-dimensional objects, photographs, digital materials, and archival materials reflecting the prehistory, history, and culture of Monroe County. Objects in the collection must possess educational, exhibition, or research quality. Items useful in interpreting that cultural heritage may also be collected.

- A. Primary interest: Items created within the past and present day boundaries of Monroe County, or owned and used by residents of Monroe County, particularly where the ownership and use can be concretely established.
- B. Secondary interest: Items of historical character, similar to items once used in Monroe County, and which are needed as a supplement for educational or interpretative programs or as a complement for items of Primary Interest.
- C. Archaeological artifacts: It is the Museum's preference to only collect archaeological materials which come as the product of regulated fieldwork at an archaeological site registered with the Michigan State Historic Preservation Office. Collected materials should ideally have a designated site number appearing on all records for those materials. Artifacts collected prior to this policy's implementation may or may not follow the above practice.
- D. Human remains: It is the policy of the Museum to no longer accept human remains, though existing objects are still part of the collection unless they qualify for repatriation.

A separate Programs Division Kit exists outside of the Museum's accessioned collection. This kit contains materials that may be handled and used for demonstrations, workshops, and other programs. The kit is not governed by this collections policy and will be directly administered by the Deputy Director, with help from the Director and the Lead Historian. See Section XI for more information regarding the Programs Division Kit.

IV) CARE AND CONTROL OF THE COLLECTIONS

Records and files: Every artifact accepted or purchased for the permanent collection will be accessioned by the Museum Collections Division staff. The following records are to be maintained:

- 1) Donor agreement. A donor agreement, also known as a deed of gift form, will be filled out in duplicate for all donations. The Museum will keep one and give the other to the donor. The donor agreement states that the donors renounce all claims to the donation for both themselves and their heirs and convey all physical title and copyrights (if applicable) to the Museum.
- 2) Accession number register. Each accessioned collections item will be marked or tagged with the item's object identification number. The accession number will then be entered into the accession register and the donor agreement file.
- 3) Digital collections management record. Digital collections management software will be used for artifact tracking and data retention. Each artifact acquired by the Museum will be given a digital catalog record which will correspond to its accession and object identification number. For more on collections management software, see Appendix IX.

A. Maintaining Collections

- 1) The Collections staff will see that the collections are maintained under secure, environmentally adequate conditions. The Lead Historian will be primarily responsible for overseeing the security and well-being of the collection. However, it is the inherent responsibility of all Museum staff to be diligent in the security of all Museum collections and facilities.

Collection artifacts not on loan to other institutions will be housed at a Museum facility. All cleaning, refinishing, or repairing of artifacts must first be approved by the Lead Historian.

V) CODE OF ETHICS

- A. Ethics of Acquisition: Artifacts may be acquired by purchase, bequest, gift, exchange, or abandonment. Artifacts will not be accepted or acquired which are known to have been illegally imported into the United States or illegally collected within the United States. All acquisitions must be made in legal compliance with regulations set in local, state, regional, and federal legislation.

The County will refuse to acquire artifacts where there is cause to believe that the circumstances of their collection involved destruction of historic sites, recognized tribal lands, buildings, structures, habitats, districts, and other objects. The County agrees with and follows the provisions outlined in the Native American Graves and Repatriation Act of 1990 (NAGPRA).

The County will not offer appraisals to any person who wishes to donate or sell an artifact to the organization. The County will only place a value on an artifact for insurance and loan purposes. For security purposes, the value of items in the Museum's collection will be restricted and not publicly disseminated.

No Museum employee or Board of Trustees member will use their title or affiliation to privately acquire collections items. Individuals who are caught doing so will be recommended for dismissal.

The acceptance of artifacts for temporary custody will be handled by the Director, the Lead Historian, or their designee. Trustees may provide contacts but are not allowed to acquire items.

- B. Ethics of Deaccession: Deaccessioned artifacts will be transferred to the Programs Division Kit, put up for public sale, transferred to another museum, donated to a non-profit institution, repatriated, or discarded. The preferred method of disposal of collection artifacts is by transfer of ownership to another museum or non-profit or transfer to the Programs Division Kit. Private sales to individuals or dealers are prohibited.

Artifacts that are being disposed of may not be given to any paid or volunteer staff of the County of Monroe, members of the Board of Trustees, or any of their families and affiliates.

Board of Trustees members, staff appraisers, and County employees may not collect items that pertain to the Museum's mission.
- C. Ethics of Preservation: The Museum will strive to use the best practices and procedures to properly conserve and preserve the artifacts in its collection. The Museum will only collect artifacts that it can properly care for, store, and secure.
- D. Ethics of Information Gathering: The Museum will endeavor to safeguard information regarding its collections and its donors. Access to these records will be strictly restricted to the Director, Deputy Director, Lead Historian, and those in the Collections Division whose work depends upon such access. Museum employees will never use private information held by the museum for personal gain.
- E. Ethics of Gifts: Per the Monroe County Governance Policy #204, Museum staff and their immediate families may not accept gifts or discounts with a nominal value over \$15.00. It is important that staff avoid any potential conflicts of interest in the course of their duties.

VI) DELEGATION OF RESPONSIBILITY

- A. Collections Committee: The Collections Committee consists of three people: the Museum Director, the Deputy Director, and the Lead Historian.

- 1) All proposed accessions and deaccessions will be determined by the Collections Committee. A majority approval is needed for any recommended accession or deaccession.

- B. Museum System Board of Trustees: After the Collections Committee proposes an accession- or a deaccession, the decision will be passed to the Trustees for approval. If approved, the decision will then be passed on to the County Board of Commissioners.

C. County Board of Commissioners: The County Board of Commissioners may make the final decision for all accessioned or deaccessioned objects.

VII) ACQUISITIONS POLICY

- A. For the purpose of this policy, acquisition is defined as the discovery, preliminary evaluation, negotiation for, taking custody of, taking title to, and acknowledging receipt of objects; or negotiating for and recording information about borrowed objects. Additions to the Museum collections are made by a process of accessioning which includes their legal transfer to Museum ownership and registration in the official records of the Museum.
- B. Acquisitions Criteria
 - 1) The artifact relates to the mission of the Museum (see Section II).
 - 2) The Museum must be reasonably assured that the donor or their designee has legal title to the artifact and can convey that title to the Museum.
 - 3) Funding must be arranged prior to purchasing the artifact.
 - 4) The Museum must be in a position to properly store and care for the proposed acquisition.
 - 5) The provenance of the object will be documented. All legal and ethical implications of the acquisition must be considered.
 - 6) Acquisitions must be free from donor-imposed restrictions. Exceptions can be made under extreme circumstances, if the object is exceedingly rare or essential to furthering the Museum's mission. Exceptions to this rule will be determined by the Collections Committee.
 - 7) The acquisition must align with the Museum's collecting objectives that are outlined in the Scope of the Collection (see Section III).
 - 8) The artifact should be in reasonably good condition, as determined by staff. Items with excessive deterioration or considered to be hazardous will not be accepted.
- C. Any artifact purchased for the collection needs to be approved by the Collections Committee. The purchase of collections objects will be provided in the museum budget or through funds donated to the Museum for purposes of acquisition.
- D. Each object that is accessioned will be assigned to a specific collection, as determined by the Lead Historian. The development, naming, and division of collections will be determined by the Collections staff under the direction of the Lead Historian.
- E. Accession numbers: All objects being added to a permanent collection will be assigned an accession number. In accordance with standards set by Museum Registration Methods, 5th Edition, accession numbers will consist of three parts: the year, the accession within that year, and the object within that accession. For more information on numbering, see Appendix 1.

The assigned numbers will be marked on each artifact, also in accordance with the standards set by Museum Registration Methods, 5th Edition. Any marking made on an item must be removable.

Objects belonging to the Programs Division Kit, as well as objects on loan from other institutions, will not be given accession numbers, though may be given tracking numbers to prevent them from

becoming lost.

- F. Artifacts found without an accession number or provenance may be accessioned by giving the item a Found in Collection (FIC) number. Staff will make every effort to locate any information regarding the object prior to assigning it a FIC number. FIC numbers also consist of three parts: the year, a zero, and the sequential number of the FIC item catalogued that year. For example, 2026.0.4 would represent the fourth FIC artifact found in the year 2026.

VIII) DEACCESSION POLICY

- A. Deaccession is the process of permanently removing accessioned Museum artifacts from the collections. The Deaccession process shall be cautious, deliberate, and scrupulous. An artifact should be in the Museum's collection for no less than three years before being considered for deaccession, unless the Collections Committee agrees to make an exception.
- B. Deaccession Criteria: Artifacts considered for deaccession must meet at least one of the following criteria:
 - 1) The artifact falls outside the scope and purpose of the collections.
 - 2) The artifact is in poor or compromised condition.
 - 3) The artifact has failed to retain its identity or authenticity.
 - 4) The artifact is duplicated in the collection. Duplicated objects may also be incorporated into the Programs Division Kit.
 - 5) The Museum is unable to store or care for the artifact properly.
 - 6) The artifact cannot be lawfully owned by the Museum, e.g. the item is subject to the NAGPRA or is found to have been acquired through unethical or illegal means.
 - 7) The artifact has conditions attached by the donor that the Museum cannot or chooses not to satisfy.
- C. Deaccession Decisions: The Collections Committee is responsible for determining which items may be deaccessioned. The decision is then passed on to the Board of Trustees. If they agree with the deaccession, the final decision then passes to the Monroe County Board of Commissioners.
- D. Proceeds: All proceeds resulting from the deaccession of artifacts from the permanent collections of the Museum shall be used for acquisitions and the direct care of collections.
- E. Collections Review: In order to ensure that the collections are consistent with the Museum's mission, each collection will be evaluated by the Lead Historian or their designee on a regular basis. Artifacts that are determined to be inconsistent with the Museum's mission will be deaccessioned as previously outlined.
- F. Staff will verify that the artifact has been in the Museum's collection for at least

three years and confirm that the Museum holds clear, unrestricted title to it. If no documentation is found after a diligent search, the Museum will presume ownership in accordance with the Michigan Abandoned Property Act (Public Act No. 24).

- G. Disposal: Acceptable methods of disposal include: transfer to the Programs Division Kit, sale, transfer of ownership, donation, repatriation, or destruction.
- i. Transfer to the Programs Division Kit: The artifact's accession number should be removed or crossed out.
 - ii. Sale: In order to avoid a conflict of interest, the sale of deaccessioned objects will be conducted by an unaffiliated third party at a public sale or auction.
 - iii. Transfer of Ownership: Objects not sold or destroyed can be donated to another museum or nonprofit organization.
 - iv. Donation: Given to a charitable, non-profit institution for re-use or sale to the public.
 - v. Repatriation: Objects in violation of NAGPRA policies, or objects that are found to have been obtained illegally, are subject to repatriation.
 - vi. Destruction: Objects that cannot be repaired or conserved, or those representing a physical danger to life or property, may be destroyed in a method that the Collections Committee deems appropriate. Items not disposed of via any of the other means of disposal must be destroyed.

IX) LOANS FROM THE MUSEUM

Subject to the approval of the Collections Committee, the collections of the Museum may be available for loan. Artifacts owned by the Museum may only be loaned to other public institutions or non-profits. Collections will not be loaned to a private individual or a private institution. Exceptions may be made on a case by case basis for specific purposes such as for conservation services or for certain off-site exhibits, provided they can meet the Museum's requirements. In order to apply for a loan, the institution must submit a formal Loan Request Application to the Collections Committee. This request must include a statement about what the loan will be used for, why it is needed, and the length of time for the loan. The name of the person responsible for the safety of the loan must be provided on the Loan Request as well. Requests must be made at least one month in advance. The Collections Committee will make a decision, in writing, regarding the loan request within two weeks of its submission.

If approved, the borrower must submit a new loan application once a year if the loan exceeds twelve months. The borrower is responsible for any insurance needed for the artifact and the cost of shipping and crating. The Collections Committee reserves the right to recall any artifact which is on loan. Pre-loan inspection for new sites may be conducted when deemed necessary. Attribution must read: "On loan courtesy of the Monroe County Museum System, Monroe, Michigan." The borrower may photograph any loaned artifact that is in their care for publication as long as the Museum is credited as the owner.

Photographs and public relations pertaining to the artifact cannot be taken and disseminated without written permission from the Museum. No borrower can authorize conservation efforts on a loaned artifact. If damage occurs during the loan process, the artifact will be returned to the Museum, and the borrower will be responsible for any conservation required to mitigate the damage.

Loan requests will only be accepted if the loan is used for educational purposes, if the artifacts can be properly protected, and if the borrowers agree in writing to the criteria above. The borrowing institution must exhibit the artifact under appropriate environmental conditions as determined by the Museum. A Standard Facilities Report must be included in the Loan Request Application. Photographs must be taken of the artifact before its loan and upon its return.

X) LOANS TO THE MUSEUM

On occasion, the Museum may require an artifact for exhibition purposes for a limited time. Loans to the Museum can be made for renewable one year terms. The Museum will follow the rules and restrictions of the lending institution or individual. Either party may terminate the loan with thirty days' notice.

The Museum will not engage in the practice of "Long Term Loans" from individuals or institutions.

If a lender fails to arrange for the retrieval of an artifact prior to the expiration of the loan agreement, the Museum will initiate termination proceedings. This includes sending a formal notice to the lender's last known address and/or publishing a public announcement in a newspaper of general circulation. Pursuant to the Michigan Abandoned Property Act (Public Act No. 24 of 1992), if the lender does not contact the Museum to reclaim the artifact within one year of such notice, the Museum will acquire clear and unrestricted title to the property.

XI) PROGRAMS DIVISION KIT

Objects in the Programs Division Kit may be used by the Museum for hands-on educational purposes. The materials will not become a part of the Museum's permanent collections and do not require the same procedures for accessioning and deaccessioning. They may be disposed of by the Director, Deputy Director, or Lead Historian.

Objects in the Programs Division Kit include:

1. Three-dimensional artifacts and/or objects similar to those acquired for the permanent collections. Artifacts may only be used in the Programs Division Kit if they are a duplicate of an item already in the permanent collection.
2. Artifacts considered expendable or commonly available that may be used by staff and patrons in the Museum's interpretive programs.
3. Replicas as well as original materials. In the case of replicas, only high quality, accurate reproductions will be used. All replicas must be clearly and permanently labeled as such.
4. Deaccessioned materials that are considered acceptable for interpretive programs. These materials must be approved by the Collections Committee.

XII) RISK MANAGEMENT/SECURITY

- A. Security: Appropriate security measures will be enacted to ensure the safety of the Museum's collections. These measures will include surveillance cameras, alarms, locks, and staff awareness.
- B. Access to Collections: Access to the collections will be permitted to authorized County personnel. Keys will be distributed to authorized Museum staff, county maintenance personnel, and county administration. Key holders are prohibited from using their keys on days on which they are not scheduled to work. Contractors and other outside workers must wear an identification badge at all times while working at a Museum site.
- C. Photography: Personal, non-flash photography is permitted within the Museum and its galleries. Monopods, bipods, tripods, or "selfie sticks" are not allowed. Commercial photography may be permitted but only with the prior consent of the Museum Director, Deputy Director or Lead Historian.
- D. Weapons: In accordance with Monroe County Employee Relations Policy #440, no weapons will be permitted on Museum property, unless they are artifacts brought in for donation and permitted by the Director, Deputy Director, or Lead Historian.

XIII) APPRAISALS

The Museum does not offer appraisals under any condition. When an artifact within the Museum's collection requires appraisal for insurance purposes, the appraisal must be conducted by an impartial third party.

XII) INTELLECTUAL PROPERTY

The Museum owns the property rights of all objects within its collections. Reproduction and distribution of Museum assets, with the intent to profit, is prohibited. These assets include, but are not limited to, photographs, letters, documents, and artifacts. All reproductions and/or distributions intended for profit must receive written authorization from the current Director of the Museum or Lead Historian.

**APPROVED AND IMPLEMENTED BY THE MONROE COUNTY MUSEUM SYSTEM
BOARD OF TRUSTEES**

_____, 2026

CHAIRMAN

DIRECTOR

Appendix I

Evolution of the Museum's Artifact Numbering System

The Museum's first numbering system was done in two parts. The first number denoted the donor and the second number represented each artifact that was donated. So the tenth item donated by the first donor to the museum (Jennie Sawyer) would have the number 1.10. However, the second number continued from where the previous donor left off, so the first item donated by the Museum's second donor (George S. Wright) is 2.271. While this system is generally what was used during the Museum's early years, some inconsistencies were made and numbers were skipped. Some duplicate numbers can also be found.

A new numbering system was implemented in 1964. This number consisted of the month, day, year, the sequential number of the donations made that day, and then the number of the items in that donation. So the 10th item donated as a part of the second donation of the day on December 17, 1964 would be 12.17.64.2.10. This system continues until May of 1966, when the number was rearranged with the year in front, then the month, day, donation number, and item number in that order. At this point, it also became common to see letters used in addition to the item numbers.

In 2000, a letter 'A' was added to the front of some numbers to differentiate an archives item from a collection item, as the museum departments became separate. This system was continued through 2014. In 2015, the current numbering system was implemented. This number includes the year, the sequential number of the donation made that year, and then the number of the item in that donation. Thus, the eleventh item in the fifth donation of 2026 would be 2026.5.11.

For most of the Museum's history, photographs had a completely separate numbering system from the rest of the artifacts mentioned above. Originally, the photograph collection was organized into common and general topics and given a subject prefix. For example, AN.1 was for animals, AG.1 was for agriculture, and AR.1 was for archaeology. These subjects could be broken down further into more specific topics. For example, CU.1 is for George Custer & family, CU.2 is for Custer and Native Americans, and CU.3 is for Custer and Battlefield. After these prefixes were established, an ending ID was added. For example, .PHO for photographs, .TIN for tintypes, and .NEG for negatives. So the number CU.1.TIN would represent a Custer family image and a tintype. Ideally, these photographs were also given an accession number relating it to the donor. This number was separate from the photo ID number that was explained above. Unfortunately, many photographs in the collection were not given accession numbers and the donor information was lost.

This system lasted a long time but it eventually proved inadequate. As the collection grew, there was a need for many more subject topics – and photographs often contained one to several overlapping topics. Entry 'unknowns' foiled searches. In 2015, the system ended and photographs were instead entered into PastPerfect. They were no longer organized by subject matter. Photographs are now given a unique accession and object identification number, as any other item in the collection is. They can be searched for in the PastPerfect database using keywords and are tied to their donor information. Photos are filed in storage according to the year the photo came in.

Some general notes regarding the numbering systems:

- The systems listed above are the general trends that took place over time. Mistakes were made and there are plenty of inconsistencies. Please refer to the accession ledgers for a more complete understanding.
- What does "card filed" mean? A curator at some point tried an organization method with index cards, and it means a card was made for that donated item. Cards do not exist for all donations.
- When searching PastPerfect for an item containing a letter 'A' at the beginning of its number, the 'A' must be included for the search to be successful.

- Unfortunately, some archaeology items were also marked with an 'A' at the beginning of their numbers, but it is not a widespread issue.
- Ledgers, day books, and scrapbooks were given 'RS A' prefixes. Most of these books have not been processed into PastPerfect as of 2026, so searching for specific books will require the use of the finding guides.

Written by: Lynn W. Reaume, County Historian
Robert Lutey, Lead Historian
2026

Appendix III
Temporary Custody Receipt

**Monroe County Museum System
126 South Monroe Street
Monroe, Michigan 48161**

Name: _____	Date: _____
Address: _____	State: _____
City: _____	Zip: _____
Email: _____	Phone: _____

The items listed below are left in the custody of the Monroe County Museum System to be considered as:

- ☐ An unconditional donation. The Museum reserves the right to keep, lend, or otherwise dispose of the donated material.
- ☐ To be considered for acquisition.
- ☐ For identification. Does not constitute an authentication; will not include appraisals. Museum reserves the right to photograph.
- ☐ For other. Please specify _____

Disposition if not accepted for accession:

- ☐ Source will pick up ☐ Please dispose of or destroy

Items and Description

Received by:

Signature _____

Date _____

Received from:

Signature _____

Date _____

Appendix IV
Incoming Loan Form

Loan # _____

Monroe County Museum System, 126 South Monroe Street, Monroe, Michigan 48161

This is to acknowledge receipt of the items listed below from:

Name: _____		Date: _____
Contact: _____		Tracking # _____
Address: _____		
City: _____	State: _____	Zip: _____
Work #: _____	Home # _____	Cell # _____
Website: _____		Email: _____

Insurance information:

Company: _____		Policy # _____
Rep: _____		Exp date: ____/____/____
Phone # _____	Insured value: _____	Premium: _____

Description:

Object ID	Object name -----	Description
-----------	-------------------	-------------

Lender signature _____ Date: _____

Museum signature: _____ Date: _____

Appendix V

Incoming Loan Conditions

1. It is understood that the items in this loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the owner. The condition is understood to be as stated on the form.
2. All damages to objects at any point in this loan from the out date until returned will be reported to the owner immediately.
3. The objects may not be lent to a third party without the advance approval of the owner.
4. The objects may be photographed only with the permission of the lender. The borrower agrees that the photographs taken of this loan will be used only for the purpose stated on this form and only for the number of times stated. The lender will receive a copy of the images. Publication of images in this loan will bear a credit line acknowledging the originals are the property of the lender.
5. The museum is responsible for packing, transportation, insurance, and all other factors of transporting the loan, unless otherwise stated. The museum is responsible for returning the loan at the time stated.
6. The lender may require proof of insurance, may wish to have its name on the policy, and may wish to receive a copy of the insurance policy.
7. The museum agrees to use the loan only for the purposes stated on the form.
8. Loans will be renewed annually.
9. Either party has the authority to end the loan at any time with thirty days' notice.

The Monroe County Museum System hereby acknowledges receipt of the items(s) listed on the attached page(s). The undersigned assumes full responsibility for the objects subject to the conditions printed above until their return.

Museum Representative: _____

Date: _____

Lender: _____

Date: _____

Appendix VI
Outgoing Loan Agreement
Monroe County Museum System, 126 South Monroe Street, Monroe, Michigan 48161

Institution _____	Date Out _____
Name/Title _____	Due Back _____
Address _____	Phone _____
_____	Alt. Phone _____
Purpose _____	
Location _____	
Transport _____	
Insurance _____	
Ins. Value _____	Value min \$ _____ max _____

Object ID	Object name ----- Condition	Value
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--	--	--

I have read and accept the attached conditions of the loan _____

Borrower's Signature Date

Approved and released by: _____

Museum Representative Date

Appendix VII

Loan # _____

Terms of Outgoing Loan Agreement

1. It is understood that the objects in this loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the Museum. The condition is understood to be stated on the form.
2. All damage to objects at any point in this loan from the out date until returned will be reported to the Museum immediately.
3. The objects may not be lent to a third party without the advance approval of the Museum.
4. The objects may be photographed only with the permission of the Museum. The borrower agrees that the photographs taken of this loan will be used only for the purpose stated in this form and only for the number of times stated. The Museum will receive a copy of all photographs for record purposes. All publications of photographs of items in this loan will bear a credit line acknowledging that the objects are the property of the Museum.
5. The borrower is responsible for packing, transportation, insurance, and all other factors of transporting the loan, unless otherwise stated. The borrower is responsible for returning the loan at the time stated.
6. The Museum may require proof of insurance, may wish to have its name on the policy, and may wish to receive a copy of the insurance policy.
7. The borrower agrees to use the loan only for the purposes stated on the form.

Borrower hereby acknowledges receipt of the object(s) listed on the attached page(s). The undersigned assumes full responsibility for the objects subject to the conditions printed above until their return.

I have read and accept the above loan conditions _____

Borrower's Signature	Date
Approved and released by: _____	
Museum Representative	Date
Prepared by: _____	
Museum Representative	Date
Loan returned and accepted by: _____	
Museum Representative	Date

Appendix VIII**Monroe County Museum System
Image Reproduction Application****Contact and Billing Information**

Date: _____

Name:

Title:

Institution:

Is your institution a non-profit? Yes _____ *No* _____

Address:

Email:

Phone:

Shipping Information

Same as above? Yes _____

Name:

Title:

Institution:

Address:

Email:

Phone:

Form Submittal Information: This form can be submitted in person, by mail, or email (email preferred) to the Lead Historian, Robert Lutey, at robert_lutey@monroemi.org. Mailed requests should be submitted to the Monroe County Museum System, Attn: Monroe County Archives, 126 South Monroe Street, Monroe, Michigan 48161.

Please give at least thirty business days to fulfill your request.

Monroe County Museum System Image Reproduction Application

Materials Requested

Description of Materials: Please include an object identification number or attach a copy of the image you are requesting to reproduce. If neither are available, please give a written description of the image. If the image has been published previously, please provide information of the publication including name, author, and page number.

Format of Image

The Monroe County Museum System only provides digital scans of its images. If you have any specific request regarding file type, resolution, etc, please detail it in the box below.

Monroe County Museum System

Permission to Publish Application

Publication Right Requested

Category of Use:

☐ *Non-commercial*

☐ *Commercial*

Film and Television

Producer:

Channel/Network:

Scheduled airing date and time:

Electronic

☐ *CD-ROM*

☐ *Website: URL:*

Print

☐ *Book*

☐ *Edited Volume*

☐ *Periodical*

☐ *Exhibit*

☐ *Other:*

Fees

Personal Research Use Only: \$15 per image.

Commercial Use: \$50 per image.

Fee Waiver Reason for Request:

Authorized or declined by: _____

Date: _____

Monroe County Museum System

Permission to Publish Rights and Conditions

Research images are provided only for the purpose of personal or professional study. Unless otherwise stated in writing by the Monroe County Museum System, no reproductions in any form may be made from research images. If the Monroe County Museum System grants permission for reproduction, the following conditions apply:

Credit Guidelines

Credit must read:

Courtesy of the Monroe County Museum System, Monroe, Michigan.

Film and Television: Must be included in the Credits section.

Electronic: Credit should appear next to the image or in Sources or equivalent section.

Print materials: The credit line should appear on the same or facing page as the image as the image or in a separate photo credits page. If for an exhibit, it should appear in the exhibition area, below the image, or in a credits section of the exhibit.

Permission

The Monroe County Museum System grants permission for a one-time, non-exclusive use in one publication as outlined in the application above.

Alteration

Significant alteration or manipulation of the image requires the permission of the Monroe County Museum System.

Copies

The Monroe County Museum System will receive two copies of the published materials at no cost.

Disclaimer

The Monroe County Museum System assumes no responsibility for infraction of copyright laws, invasion of privacy, or improper or illegal use that may arise from reproduction of the image. Responsibility for third party permissions rests with the user.

Signature Acknowledging Rights and Conditions: _____

Date: _____

Appendix IX

Notes Regarding Museum Record Keeping

Donor Agreements

The Museum has used donor agreements as an important form of record keeping for most of its history, but that was not always the case. There exist plenty of donations that do not have an associated donor agreement form. Most of these are concentrated in the Museum's early years prior to the 1970s, but there are more modern examples of this occurring too. It can be helpful for the early records to look through the accession records to find donors/donations. There are also donor cards that were produced for a time which can aid with searching.

Card Catalogs

While the Museum has shed much of its traditional reliance on card catalog systems, it is not completely gone. As of 2026, the Laura Cheap scrapbooks still depend on on the card catalog for name searches. Also, the person cards, which direct researchers to books and maps where references to certain people can be found, are still relevant. The photo cards, while still located in the card catalog, have been integrated with PastPerfect and are redundant at this point.

PastPerfect

As of 2026, PastPerfect is the museum collection's management software of choice. It is used to track donors and their donations. While it is considered to be a critical part of museum record keeping today, that was not always the case. The Museum first used PastPerfect around 2002, when Laurel Heyman cataloged the Deloueil Collection. That said, many staff members at that time did not use it, preferring traditional record keeping methods. Lynn Reaume, a longtime employee of the Museum, was the first to consistently use the program. She singlehandedly added most of the museum's collection to PastPerfect, ensuring that some form of digital record would be available. She took photographs of the items she was able to locate and did not for items she couldn't find. Lynn quoted what was written on the donor cards, mistakes and all, for many of the records she input into PastPerfect.

MONROE COUNTY MUSEUM SYSTEM

COLLECTIONS MANAGEMENT POLICY 2026

The Monroe County Museum System Collections Management Policy applies to all sites collections owned and maintained by the Monroe County Museum System (hereafter referred to as the *Museum*) for the benefit of the County of Monroe, Michigan. These properties include The policy will be adhered to at all of the museum's properties which include the Monroe County Museum, the Monroe County Archives, River Raisin Territorial Park on the River Raisin, Eby Log House, St. Antoine's Historic Site, Third Street Storage Facility, the Vietnam Veterans Memorial and Museum, and any future properties acquired by the County of Monroe and entrusted to the Museum.

I) INSTITUTIONAL HISTORY AND LEGAL ORGANIZATION

The Museum was established in 1939 by the Monroe County Historical Society as the Monroe County Historical Museum, and was first located in the Sawyer Homestead. Due to the increasing financial burdens of owning and operating the Museum, Ownership was transferred to the County of Monroe in 1966, which established the Monroe County Historical Commission. The Commission was empowered to administer Museums and to acquire, collect, own, and exhibit materials of cultural and historical interest for the County. In 2021, the Commission was renamed the Monroe County Museum System Board of Trustees. The Museum moved to its current location at 126 South Monroe Street in 1973. Today, the Museum continues to operate as a department under the jurisdiction of the County of Monroe and the Monroe County Board of Commissioners.

II) MISSION STATEMENT

At the Monroe County Museum System, we fuel and cultivate our visitors' curiosity through the exploration of Monroe County's rich and varied stories, joining together to unearth meaning and illuminate relevant connections between the past, present, and future.

III) SCOPE OF THE COLLECTION

The County of Monroe, Michigan, through the Monroe County Museum acting as its agent, will only collect artifacts and documents three-dimensional objects, photographs, digital materials, and archival materials reflecting the prehistory, history, and culture of Monroe County. Objects in the collection must possess educational, exhibition, or research quality. Items useful in interpreting that cultural heritage may also be collected.

- A. Primary interest: Items created within the past and present day boundaries of Monroe County, or owned and used by residents of Monroe County, particularly where the ownership and use can be concretely established.
- B. Secondary interest: Items of historical character, similar to items once used in Monroe County, and which are needed for a specific as a supplement for educational or interpretative programs or as a complement for items of Primary Interest.
- C. Archaeological artifacts: It is the Museum's preference to only collect archaeological materials which come as the product of regulated fieldwork at an archaeological site registered with the Michigan State Historic Preservation Office. Collected materials should ideally have a designated site number appearing on all records for those materials. Artifacts collected prior to this policy's implementation may or may not follow the above practice.

- D. Human remains: It is the policy of the Museum to no longer accept human remains, though existing objects are still part of the collection unless they qualify for repatriation.

A separate Programs Division Kit exists outside of the Museum's accessioned collection. This kit contains materials that may be handled and used for demonstrations, workshops, and other programs. The kit is not governed by this collections policy and will be directly administered by the Deputy Director, with help from the Director and the Lead Historian. See Section XI for more information regarding the Programs Division Kit.

IV) CARE AND CONTROL OF THE COLLECTIONS

Records and files: Every artifact accepted or purchased for the permanent collection will be accessioned by the Museum Collections Unit Division staff. The following records are to be maintained:

- 1) Donor agreement. A donor agreement, also known as a deed of gift form, will be filled out in duplicate for all donations. The Monroe County Museum will keep one and give the other to the donor. The donor agreement states that the donors renounce all claims to the donations for both themselves and their heirs and convey all physical title and copyrights (if applicable) to the Monroe County Museum.
- 2) Accession number register. Each accessioned collections item will be marked or tagged with the accession number item's object identification number. The accession number will then be entered into the accession register and the donor agreement file.
- 3) Digital collections management record. Digital collections management software will be used for artifact tracking and data retention. Each artifact acquired by the Museum will be given a digital catalog record which will correspond to its accession and object identification number. For more on collections management software, see Appendix IX.

A. Maintaining Collections

- 1) The Collections staff will see that the collections are maintained under secure, environmentally adequate conditions. The Curator of Collections Lead Historian will be primarily responsible for overseeing the security and well-being of the collection. However, it is the inherent responsibility of all Museum staff to be diligent in the security of all Museum collections and facilities.

Collection artifacts not on loan to other institutions will be housed at a Monroe County Museum facility. All cleaning, refinishing, or repairing of artifacts must first be approved by the Curator of Collections Lead Historian.

V) CODE OF ETHICS

- A. Ethics of Acquisition: Artifacts may be acquired by purchase, bequest, gift, exchange, or abandonment. Artifacts will not be accepted or acquired which are known to have been illegally imported into the United States or illegally collected within the United States. All acquisitions must be made in legal compliance with regulations set in local, state, regional, and federal legislation.

The County will refuse to acquire artifacts where there is cause to believe that the circumstances of

their collection involved destruction of historic sites, recognized tribal lands, buildings, structures, habitats, districts, and other objects. The County agrees with and follows the provisions outlined in the Native American Graves and Repatriation Act of 1990 (NAGPRA).

The County will not offer appraisals to any person who wishes to donate or sell an artifact to the organization. The County will only place a value on an artifact for insurance and loan purposes. For security purposes, the value of items in the Museum's collection will be restricted and not publicly disseminated.

No Museum employee or ~~Historical Commission~~ **Board of Trustees** member will use their title or affiliation to privately acquire collections items. Individuals who are caught doing so will be recommended for dismissal.

~~Acquisitions~~ **The acceptance of artifacts for temporary custody** will be handled by the Director, the ~~Curator of Collections~~ **Lead Historian**, or their designee. ~~Historical Commissioners~~ **Trustees** may provide contacts but are not allowed to acquire ~~the items~~.

- B. Ethics of Deaccession: Deaccessioned artifacts will be **transferred to the Programs Division Kit, sold to the public put up for public sale, transferred to another museum, donated to a non-profit institution, repatriated, or discarded.** The preferred method of disposal of collection artifacts is by **public sale or public auction transfer of ownership to another museum or non-profit or transfer to the Programs Division Kit.** Private sales to individuals or dealers are prohibited.

Artifacts that are being disposed of may not be given to any paid or ~~unpaid~~ **volunteer** staff of the County of Monroe, members of the ~~Historical Commission~~ **Board of Trustees, or any of their families and affiliates.**

~~Historical Commission~~ **Board of Trustees** members, **staff** appraisers, and County employees may not collect items that pertain to the Museum's mission.

- C. Ethics of Preservation: The Museum will strive to use the best practices and procedures to properly conserve and preserve the artifacts in its collection. The Museum will only collect artifacts that it can properly care for, store, and secure.
- D. Ethics of Information Gathering: The Museum will endeavor to safeguard information regarding its collections and its donors. Access to these records will be strictly restricted to the Director, Deputy Director, Lead Historian, and those in the Collections Division whose work depends upon such access. Museum employees will never use private information held by the museum for personal gain.
- E. Ethics of Gifts: Per the Monroe County Governance Policy #204, Museum staff and their immediate families may not accept gifts or discounts with a nominal value over \$15.00. It is important that staff avoid any potential conflicts of interest in the course of their duties.

VI) DELEGATION OF RESPONSIBILITY

- A. Collections Committee: The Collections Committee consists of three people: the Museum Director, the ~~Curator of Programs~~ **Deputy Director**, and the ~~Curator of Collections~~ **Lead Historian**.

- 1) All proposed accessions and deaccessions will be determined by the Collections

Committee. A majority approval is needed for any recommended accession or deaccession.

B. ~~Monroe County Historical Commission~~ **Museum System Board of Trustees**: After the Collections Committee proposes an accession or a deaccession, the decision will be passed to the ~~Commission~~ **Trustees** for approval. If approved, the decision will then be passed on to the County Board of Commissioners.

C. County Board of Commissioners: The County Board of Commissioners may make the final decision for all accessioned or deaccessioned objects.

VII) ACQUISITIONS POLICY

- A. For the purpose of this policy, acquisition is defined as the discovery, preliminary evaluation, negotiation for, taking custody of, taking title to, and acknowledging receipt of objects; or negotiating for and recording information about borrowed objects. Additions to the Museum collections are made by a process of accessioning which includes their legal transfer to Museum ownership and registration in the official records of the Museum.
- B. Acquisitions Criteria
 - 1) The artifact relates to the mission of the ~~Monroe County~~ Museum **(see Section II)**.
 - 2) The Museum must be reasonably assured that the donor or their designee has legal title to the artifact and can convey that title to the Museum.
 - 3) ~~The staff must arrange funding~~ **Funding must be arranged** prior to purchasing the artifact.
 - 4) The Museum must be in a position to properly store and care for the proposed acquisition.
 - 5) The provenance of the object ~~should~~ **will** be documented. All legal and ethical implications of the acquisition must be considered.
 - 6) Acquisitions must be free from donor-imposed restrictions. Exceptions can be made under extreme circumstances, if the object is exceedingly rare or essential to furthering the Museum's mission. Exceptions to this rule will be determined by the Collections Committee.
 - 7) The acquisition must align with the Museum's collecting objectives that are outlined in the ~~Collections Plan~~ **Scope of the Collection (see Section III)**.
 - 8) **The artifact should be in reasonably good condition, as determined by staff. Items with excessive deterioration or considered to be hazardous will not be accepted.**
- C. Any artifact purchased for the collection needs to be approved by the Collections Committee. The purchase of collections objects will be provided in the museum budget or through funds donated to the Museum for purposes of acquisition.
- D. Each object that is accessioned will be assigned to a specific collection, as determined by the ~~Curator of Collections~~ **Lead Historian**. The development, naming, and division of collections will be determined by the Collections staff **under the direction of the Lead Historian**.
- E. **Accession numbers**: All objects being added to a permanent collection will be assigned an accession number. In accordance with standards set by Museum Registration Methods, 5th Edition, accession numbers will consist of three parts: the year, the accession within that year, and the

object within that accession. ~~For example, 2015.2.8 would be an appropriate accession number. In that example, 2015 represents the year, 2 indicates that it is the second accession of that year, and 8 signifies that it is the eighth object within that accession.~~ For more information on numbering, see Appendix 1.

The assigned numbers will be marked on each artifact, also in accordance with the standards set by Museum Registration Methods, 5th Edition. Any marking made on an item must be removable.

Objects belonging to the ~~teaching materials collection~~ Programs Division Kit, as well as objects on loan from other institutions, will not be given accession numbers, though may be given tracking numbers to prevent them from becoming lost.

F. Artifacts found without an accession number or provenance may be accessioned by giving the item a Found in Collection (FIC) number. Staff will make every effort to locate any information regarding the object prior to assigning it a FIC number. FIC numbers also consist of three parts: the year, a zero, and the sequential number of the FIC item catalogued that year. For example, 2026.0.4 would represent the fourth FIC artifact found in the year 2026.

VIII) DEACCESSION POLICY

A. Deaccession is the process of permanently removing accessioned Museum artifacts from the collections. The Deaccession process shall be cautious, deliberate, and scrupulous. An artifact should be in the Museum's collection for no less than three years before being considered for deaccession, unless the Collections Committee agrees to make an exception.

B. Deaccession Criteria: Artifacts considered for deaccession must meet at least one of the following criteria:

- 1) The artifact falls outside the scope and purpose of the collections.
- 2) The artifact is in poor or compromised condition, ~~or is deteriorated beyond usefulness.~~
- 3) The artifact has failed to retain its identity or authenticity, ~~or has been lost or stolen and remains lost or stolen for longer than five years.~~
- 4) The artifact is duplicated in the collection. Duplicated objects may also be incorporated into the ~~teaching materials collection~~ Programs Division Kit.
- 5) The Museum is unable to store or care for the artifact properly.
- 6) The artifact cannot be lawfully owned by the Museum, e.g. the item is subject to the NAGPRA or is found to have been acquired through unethical or illegal means.
- 7) The artifact has conditions attached by the donor that the Museum cannot or chooses not to satisfy.

C. Deaccession Decisions: The Collections Committee is responsible for determining which items may be deaccessioned. The decision is then passed

on to the Board of Trustees. If they agree with the deaccession, the final decision then passes to the Monroe County Board of Commissioners.

- D. Proceeds: All proceeds resulting from the deaccession of artifacts from the permanent collections of the Museums shall be used for acquisitions and the direct care of collections.
- E. Collections ~~Evaluation~~ Review: In order to ensure that the collections are consistent with the Museum's mission, each collection will be evaluated by the ~~Collections staff~~ Lead Historian or their designee on a regularly scheduled basis. Artifacts that are determined to be inconsistent with the Museum's mission will be deaccessioned as previously outlined.
- F. Staff will verify that the artifact has been in the Museum's collection for at least three years and confirm that the Museum holds clear, unrestricted title to it. If no documentation is found after a diligent search, the Museum will presume ownership in accordance with the Michigan Abandoned Property Act (Public Act No. 24).
- G. Disposal: Acceptable methods of disposal include: transfer to the Programs Division Kit, sale, transfer of ownership, donation, repatriation, or destruction.
 - i. Transfer to the Programs Division Kit: The artifact's accession number should be removed or crossed out.
 - ii. Sale: In order to avoid a conflict of interest, the sale of deaccessioned objects will be conducted by a ~~disinterested~~ an unaffiliated third party at a public sale or auction.
 - iii. Transfer of Ownership: Objects not sold or destroyed ~~must~~ can be donated to another museum or nonprofit organization.
 - iv. Donation: Given to a charitable, non-profit institution for re-use or sale to the public.
 - v. Repatriation: Objects in violation of NAGPRA policies, or objects that are found to have been obtained illegally, are subject to repatriation.
 - vi. Destruction: Objects that cannot be repaired or conserved, or those representing a physical danger to life or property, may be destroyed in a method that the Collections Committee deems appropriate. Items not ~~sold or donated~~ disposed of via any of the other means of disposal must be destroyed.

IX) LOANS FROM THE MUSEUM

Subject to the approval of the Collections Committee, the collections of the Museum may be available for loan. Artifacts owned by the Museum may only be loaned to other public institutions or non-profits.

~~Under no circumstances will collections be loaned to a private individual or a private institution.~~
 Collections will not be loaned to a private individual or a private institution. Exceptions may be made on a case by case basis for specific purposes such as for conservation services or for certain off-site exhibits, provided they can meet the Museum's requirements. In order to apply for a loan, the institution must submit a formal Loan Request Application to the Collections Committee. This request must include a statement about what the loan will be used for, why it is needed, and the length of time for the loan. The name of the person responsible for the safety of the loan must be provided on the Loan Request as well. Requests must be made at least one month in advance. The Collections Committee will make a decision, in writing, regarding the loan request within two weeks of its submission.

If approved, the borrower must submit a new loan application once a year if the loan exceeds twelve months. The borrower is responsible for any insurance needed for the artifact and the cost of shipping and crating. The Collections Committee reserves the right to recall any artifact which is on loan. Pre-loan inspection for new sites may be conducted when deemed necessary. Attribution must read: "On loan courtesy of the Monroe County Museum System, Monroe, Michigan." The borrower may photograph any loaned artifact that is in their care for publication as long as the Monroe County Museum is credited as the owner. Photographs and public relations pertaining to the artifact cannot be taken and disseminated without written permission from the Museum. No borrower can authorize conservation efforts on a loaned artifact. If damage occurs during the loan process, the artifact will be returned to the Monroe County Museum, and the borrower will be responsible for any conservation required to mitigate the damage.

Loan requests will only be accepted if the loan is used for educational purposes, if the artifacts can be properly protected, and if the borrowers agree in writing to the criteria above. The borrowing institution must exhibit the artifact under appropriate environmental conditions as determined by the Monroe County Museum. A Standard Facilities Report must be included in the Loan Request Application. Photographs must be taken of the artifact before its loan and upon its return.

X) LOANS TO THE MUSEUM

On occasion, the Museum may require an artifact for exhibition purposes for a limited time. Loans to the Museum ~~should not exceed one year~~ can be made for renewable one year terms. The Museum will follow the rules and restrictions of the lending institution or individual. Either party may terminate the loan with thirty days' notice.

The Museum will not engage in the practice of "Long Term Loans" from individuals or institutions.

If a lender fails to arrange for the retrieval of an artifact prior to the expiration of the loan agreement, the Museum will initiate termination proceedings. This includes sending a formal notice to the lender's last known address and/or publishing a public announcement in a newspaper of general circulation. Pursuant to the Michigan Abandoned Property Act (Public Act No. 24 of 1992), if the lender does not contact the Museum to reclaim the artifact within one year of such notice, the Museum will acquire clear and unrestricted title to the property.

XI) PROGRAMS UNIT COLLECTION DIVISION KIT

Objects in the Programs Unit Collection Division Kit may be used by the Museum for hands-on educational purposes. The materials will not become a part of the Museum's permanent collections and do not require the same procedures for accessioning and deaccessioning. They may be disposed of by the Director, Deputy Director, or Lead Historian.

Objects in the ~~Teaching Materials Collection~~ **Programs Division Kit** include:

1. Three-dimensional artifacts and/or objects similar to those acquired for the permanent collections. Artifacts may only be used in the Programs Division Kit if they are a duplicate of an item already in the permanent collection.
2. Artifacts considered expendable or commonly available that may be used by staff and patrons in the ~~Monroe County~~ Museum's interpretive programs.
3. Replicas as well as original materials. In the case of replicas, only high quality, accurate reproductions will be used. All replicas must be clearly and permanently labeled as such.
4. Deaccessioned materials that are considered acceptable for interpretive programs. These materials must be approved by the Collections Committee.

XII) RISK MANAGEMENT/SECURITY

- A. Security: Appropriate security measures will be enacted to ensure the safety of the Museum's collections. These measures will include surveillance cameras, alarms, locks, and staff awareness.
- B. Access to Collections: Access to the collections will be permitted to authorized County personnel. Keys will be distributed to authorized Museum staff, county maintenance personnel, and county administration. Key holders are prohibited from using their keys on days on which they are not scheduled to work. Contractors and other outside workers must wear an identification badge at all times while working at a Museum site.
- C. Photography: Personal, non-flash photography is permitted within the Museum and its galleries. Monopods, bipods, tripods, or "selfie sticks" are not allowed. Commercial photography may be permitted but only with the prior consent of the Museum Director, **Deputy Director** or ~~Curator of Collections~~ **Lead Historian**.
- D. Weapons: ~~No weapons will be permitted on Museum property. Prohibited weapons include firearms, swords, knives. Exceptions can be made for special events hosted by the Museum, as long as prior consent is obtained from the Director of the Museum. In accordance with Monroe County Employee Relations Policy #440, no weapons will be permitted on Museum property, unless they are artifacts brought in for donation and permitted by the Director, Deputy Director, or Lead Historian.~~

XIII) APPRAISALS

The Museum does not offer appraisals under any condition. When an artifact within the Museum's collection requires appraisal for insurance purposes, the appraisal must be conducted by an impartial third party.

XII) INTELLECTUAL PROPERTY

The Museum owns the property rights of all objects within its collections. Reproduction and distribution of Museum assets, with the intent to profit, is prohibited. These assets include, but are not limited to,

photographs, letters, documents, and artifacts. All reproductions and/or distributions intended for profit must receive written authorization from the current Director of the Museum or ~~Curator of Collections~~ Lead Historian.

APPROVED AND IMPLEMENTED BY THE MONROE COUNTY ~~HISTORICAL~~
COMMISSION MUSEUM SYSTEM BOARD OF TRUSTEES

_____, 2026

CHAIRMAN

DIRECTOR

Appendix I

Evolution of the Museum's Artifact Numbering System

The Museum's first numbering system was done in two parts. The first number denoted the donor and the second number represented each artifact that was donated. So the tenth item donated by the first donor to the museum (Jennie Sawyer) would have the number 1.10. However, the second number continued from where the previous donor left off, so the first item donated by the Museum's second donor (George S. Wright) is 2.271. While this system is generally what was used during the Museum's early years, some inconsistencies were made and numbers were skipped. Some duplicate numbers can also be found.

A new numbering system was implemented in 1964. This number consisted of the month, day, year, the sequential number of the donations made that day, and then the number of the items in that donation. So the 10th item donated as a part of the second donation of the day on December 17, 1964 would be 12.17.64.2.10. This system continues until May of 1966, when the number was rearranged with the year in front, then the month, day, donation number, and item number in that order. At this point, it also became common to see letters used in addition to the item numbers.

In 2000, a letter 'A' was added to the front of some numbers to differentiate an archives item from a collection item, as the museum departments became separate. This system was continued through 2014. In 2015, the current numbering system was implemented. This number includes the year, the sequential number of the donation made that year, and then the number of the item in that donation. Thus, the eleventh item in the fifth donation of 2026 would be 2026.5.11.

For most of the Museum's history, photographs had a completely separate numbering system from the rest of the artifacts mentioned above. Originally, the photograph collection was organized into common and general topics and given a subject prefix. For example, AN.1 was for animals, AG.1 was for agriculture, and AR.1 was for archaeology. These subjects could be broken down further into more specific topics. For example, CU.1 is for George Custer & family, CU.2 is for Custer and Native Americans, and CU.3 is for Custer and Battlefield. After these prefixes were established, an ending ID was added. For example, .PHO for photographs, .TIN for tintypes, and .NEG for negatives. So the number CU.1.TIN would represent a Custer family image and a tintype. Ideally, these photographs were also given an accession number relating it to the donor. This number was separate from the photo ID number that was explained above. Unfortunately, many photographs in the collection were not given accession numbers and the donor information was lost.

This system lasted a long time but it eventually proved inadequate. As the collection grew, there was a need for many more subject topics – and photographs often contained one to several overlapping topics. Entry 'unknowns' foiled searches. In 2015, the system ended and photographs were instead entered into PastPerfect. They were no longer organized by subject matter. Photographs are now given a unique accession and object identification number, as any other item in the collection is. They can be searched for in the PastPerfect database using keywords and are tied to their donor information. Photos are filed in storage according to the year the photo came in.

Some general notes regarding the numbering systems:

- The systems listed above are the general trends that took place over time. Mistakes were made and there are plenty of inconsistencies. Please refer to the accession ledgers for a more complete understanding.
- What does "card filed" mean? A curator at some point tried an organization method with index cards, and it means a card was made for that donated item. Cards do not exist for all donations.
- When searching PastPerfect for an item containing a letter 'A' at the beginning of its number, the 'A' must be included for the search to be successful.

- Unfortunately, some archaeology items were also marked with an 'A' at the beginning of their numbers, but it is not a widespread issue.
- Ledgers, day books, and scrapbooks were given 'RS A' prefixes. Most of these books have not been processed into PastPerfect as of 2026, so searching for specific books will require the use of the finding guides.

Written by: Lynn W. Reaume, County Historian
Robert Lutey, Lead Historian
2026

Appendix III
Temporary Custody Receipt

Monroe County Museum System
126 South Monroe Street
Monroe, Michigan 48161

Name: _____	Date: _____
Address: _____	State: _____
City: _____	Zip: _____
Email: _____	Phone: _____

The items listed below are left in the custody of the Monroe County Museum System to be considered as:

- ☐ An unconditional donation. The Museum reserves the right to keep, lend, or otherwise dispose of the donated material.
- ☐ To be considered for acquisition.
- ☐ For identification. Does not constitute an authentication; will not include appraisals. Museum reserves the right to photograph.
- ☐ For other. Please specify _____

Disposition if not accepted for accession:

- ☐ Source will pick up ☐ Please dispose of or destroy

Items and Description

Received by:

Signature _____

Date _____

Received from:

Signature _____

Date _____

Appendix IV
Incoming Loan Form

Loan # _____

Monroe County Museum System, 126 South Monroe Street, Monroe, Michigan 48161

This is to acknowledge receipt of the items listed below from:

Name: _____	Date: _____
Contact: _____	Tracking # _____
Address: _____	
City: _____	State: _____ Zip: _____
Work #: _____	Home # _____ Cell # _____
Website: _____	Email: _____

Insurance information:

Company: _____	Policy # _____
Rep: _____	Exp date: ____/____/____
Phone # _____	Insured value: _____ Premium: _____

Description:

Object ID	Object name -----	Description
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Lender signature _____ Date: _____

Museum signature: _____ Date: _____

Appendix V

Incoming Loan Conditions

1. It is understood that the items in this loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the owner. The condition is understood to be as stated on the form.
2. All damages to objects at any point in this loan from the out date until returned will be reported to the owner immediately.
3. The objects may not be lent to a third party without the advance approval of the owner.
4. The objects may be photographed only with the permission of the lender. The borrower agrees that the photographs taken of this loan will be used only for the purpose stated on this form and only for the number of times stated. The lender will receive a copy of the images. Publication of images in this loan will bear a credit line acknowledging the originals are the property of the lender.
5. The museum is responsible for packing, transportation, insurance, and all other factors of transporting the loan, unless otherwise stated. The museum is responsible for returning the loan at the time stated.
6. The lender may require proof of insurance, may wish to have its name on the policy, and may wish to receive a copy of the insurance policy.
7. The museum agrees to use the loan only for the purposes stated on the form.
8. Loans will be renewed annually.
9. Either party has the authority to end the loan at any time with thirty days' notice.

The Monroe County Museum System hereby acknowledges receipt of the items(s) listed on the attached page(s). The undersigned assumes full responsibility for the objects subject to the conditions printed above until their return.

Museum Representative: _____

Date: _____

Lender: _____

Date: _____

Appendix VI
Outgoing Loan Agreement
Monroe County Museum System, 126 South Monroe Street, Monroe, Michigan 48161

Institution _____	Date Out _____
Name/Title _____	Due Back _____
Address _____	Phone _____
_____	Alt. Phone _____
Purpose _____	
Location _____	
Transport _____	
Insurance _____	
Ins. Value _____	Value min \$ _____ max _____

Object ID	Object name ----- Condition	Value
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I have read and accept the attached conditions of the loan _____

Borrower's Signature Date

Approved and released by: _____

Museum Representative Date

Appendix VII

Loan # _____

Terms of Outgoing Loan Agreement

1. It is understood that the objects in this loan will remain in the condition received and will not be repaired, restored, cleaned, or altered in any way without the permission of the Museum. The condition is understood to be stated on the form.
2. All damage to objects at any point in this loan from the out date until returned will be reported to the Museum immediately.
3. The objects may not be lent to a third party without the advance approval of the Museum.
4. The objects may be photographed only with the permission of the Museum. The borrower agrees that the photographs taken of this loan will be used only for the purpose stated in this form and only for the number of times stated. The Museum will receive a copy of all photographs for record purposes. All publications of photographs of items in this loan will bear a credit line acknowledging that the objects are the property of the Museum.
5. The borrower is responsible for packing, transportation, insurance, and all other factors of transporting the loan, unless otherwise stated. The borrower is responsible for returning the loan at the time stated.
6. The Museum may require proof of insurance, may wish to have its name on the policy, and may wish to receive a copy of the insurance policy.
7. The borrower agrees to use the loan only for the purposes stated on the form.

Borrower hereby acknowledges receipt of the object(s) listed on the attached page(s). The undersigned assumes full responsibility for the objects subject to the conditions printed above until their return.

I have read and accept the above loan conditions _____

Borrower's Signature	Date
Approved and released by: _____	
Museum Representative	Date
Prepared by: _____	
Museum Representative	Date
Loan returned and accepted by: _____	
Museum Representative	Date

Appendix VIII**Monroe County Museum System
Image Reproduction Application****Contact and Billing Information**

Date: _____

Name:

Title:

Institution:

Is your institution a non-profit? Yes _____ *No* _____

Address:

Email:

Phone:

Shipping Information

Same as above? Yes _____

Name:

Title:

Institution:

Address:

Email:

Phone:

Form Submittal Information: This form can be submitted in person, by mail, or email (email preferred) to the Lead Historian, Robert Lutey, at robert_lutey@monroemi.org. Mailed requests should be submitted to the Monroe County Museum System, Attn: Monroe County Archives, 126 South Monroe Street, Monroe, Michigan 48161.

Please give at least thirty business days to fulfill your request.

Monroe County Museum System Image Reproduction Application

Materials Requested

Description of Materials: Please include an object identification number or attach a copy of the image you are requesting to reproduce. If neither are available, please give a written description of the image. If the image has been published previously, please provide information of the publication including name, author, and page number.

Format of Image

The Monroe County Museum System only provides digital scans of its images. If you have any specific request regarding file type, resolution, etc, please detail it in the box below.

Monroe County Museum System

Permission to Publish Application

Publication Right Requested

Category of Use:

☐ *Non-commercial*

☐ *Commercial*

Film and Television

Producer:

Channel/Network:

Scheduled airing date and time:

Electronic

☐ *CD-ROM*

☐ *Website: URL:*

Print

☐ *Book*

☐ *Edited Volume*

☐ *Periodical*

☐ *Exhibit*

☐ *Other:*

Fees

Personal Research Use Only: \$15 per image.

Commercial Use: \$50 per image.

Fee Waiver Reason for Request:

Authorized or declined by: _____

Date: _____

Monroe County Museum System

Permission to Publish Rights and Conditions

Research images are provided only for the purpose of personal or professional study. Unless otherwise stated in writing by the Monroe County Museum System, no reproductions in any form may be made from research images. If the Monroe County Museum System grants permission for reproduction, the following conditions apply:

Credit Guidelines

Credit must read:

Courtesy of the Monroe County Museum System, Monroe, Michigan.

Film and Television: Must be included in the Credits section.

Electronic: Credit should appear next to the image or in Sources or equivalent section.

Print materials: The credit line should appear on the same or facing page as the image as the image or in a separate photo credits page. If for an exhibit, it should appear in the exhibition area, below the image, or in a credits section of the exhibit.

Permission

The Monroe County Museum System grants permission for a one-time, non-exclusive use in one publication as outlined in the application above.

Alteration

Significant alteration or manipulation of the image requires the permission of the Monroe County Museum System.

Copies

The Monroe County Museum System will receive two copies of the published materials at no cost.

Disclaimer

The Monroe County Museum System assumes no responsibility for infraction of copyright laws, invasion of privacy, or improper or illegal use that may arise from reproduction of the image. Responsibility for third party permissions rests with the user.

Signature Acknowledging Rights and Conditions: _____

Date: _____

Appendix IX

Notes Regarding Museum Record Keeping

Donor Agreements

The Museum has used donor agreements as an important form of record keeping for most of its history, but that was not always the case. There exist plenty of donations that do not have an associated donor agreement form. Most of these are concentrated in the Museum's early years prior to the 1970s, but there are more modern examples of this occurring too. It can be helpful for the early records to look through the accession records to find donors/donations. There are also donor cards that were produced for a time which can aid with searching.

Card Catalogs

While the Museum has shed much of its traditional reliance on card catalog systems, it is not completely gone. As of 2026, the Laura Cheap scrapbooks still depend on on the card catalog for name searches. Also, the person cards, which direct researchers to books and maps where references to certain people can be found, are still relevant. The photo cards, while still located in the card catalog, have been integrated with PastPerfect and are redundant at this point.

PastPerfect

As of 2026, PastPerfect is the museum collection's management software of choice. It is used to track donors and their donations. While it is considered to be a critical part of museum record keeping today, that was not always the case. The Museum first used PastPerfect around 2002, when Laurel Heyman cataloged the Deloueil Collection. That said, many staff members at that time did not use it, preferring traditional record keeping methods. Lynn Reaume, a longtime employee of the Museum, was the first to consistently use the program. She singlehandedly added most of the museum's collection to PastPerfect, ensuring that some form of digital record would be available. She took photographs of the items she was able to locate and did not for items she couldn't find. Lynn quoted what was written on the donor cards, mistakes and all, for many of the records she input into PastPerfect.