



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

Wednesday, May 13, 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 April 8, 2026
5. Public Comment
6. Markers Committee
 1. Newport Community Church - **Action Needed**
 2. Oak Grove Cemetery - **Action Needed**
 3. Maple Grove Cemetery - **Action Needed**
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 Discussion
10. Old Business
 1. Museum Expansion Update
11. Public Comment
12. Board Comments
13. Adjournment

Next Meeting

June 10, 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, April 8, 2026 // 6:00 PM
Held at the Monroe County Museum
126 South Monroe Street, Monroe, MI 48161

Attendance:

Brian Egen, Chair	District 6
Mike Humphries, Secretary	District 8
Hobby Nels, Immediate Past Chair	
Richard Micka, Trustee Emeritus	
Thomas Heywood	District 2
Michelle LaVoy	District 5
Anne Noland	District 7
Barbara Roe	District 1
Sue Wagers	District 3

Andy Clark, Director
JJ Przewozniak, Deputy Director

Not present:

Nick Guthrie	District 9	(Excused)
L. William Conner	District 4	

The meeting was called to order at 6:00 PM, and roll call was taken by Secretary Humphries. Michelle LaVoy made a motion to approve the agenda, which was seconded by Hobby Nels, and passed unanimously. There was no discussion.

Hobby Nels made a motion to approve the minutes from the regular Meeting of March 11, 2026. It was supported by M. LaVoy, and passed unanimously. There was no discussion.

1st Public Comment: None.

Markers Committee Update: Director Clark provided an update on historical markers in process. The vendor reported that some were deemed too damaged to refurbish, and that the new markers did not yet have a completion date. Chairman Egen inquired about recycling the old markers, and invited questions.

Projects Fund Committee Update: Secretary Humphries reported that he had received a lengthy report earlier in the day. Five applicants had submitted documents requesting \$38,500. He informed everyone that a review would be conducted by the committee and an update would be provided at the next meeting. There were no questions.

Awards Committee Update: Michelle LaVoy reported that no nominations had been received from the community, and invited board members to participate and strategize ways to generate more interest in the program. Sue Wagers suggested a gathering of local historic organization representatives to raise awareness. M. LaVoy continued with reflections on the potential impact of instances of low or no nominations. Director Clark suggested that the application paperwork could be a potential hurdle for would-be applicants. M. LaVoy concurred with observations of application processes in other programs involving video applications, or otherwise simpler application methods. Anne Noland also concurred, sharing observations of reluctance for traditional applications. Chairman Egen and Barbara Roe emphasized the importance of maintaining a general standard to preserve the integrity of the overall program. Some discussion ensued. M. LaVoy concluded that further discussion would continue within the committee.

New Business: Thomas Heywood moved to accept the March MCMS department reports, which was supported by M. LaVoy, and the motion passed unanimously. Chairman Egen and S. Wagers complimented the museum staff on recent programs.

Secretary Humphries made a motion to accept accessions as presented, it was seconded, and passed unanimously. Deaccessions (there were none) were summarily passed unanimously.

Director Clark welcomed the board to offer any input on the provided collections policy at the next meeting, informing all that final review would need to be conducted by county legal prior to official adoption. Some discussion ensued.

Old Business: An update on the museum expansion project was given. Chairman Egen indicated an evolution of reasoning in which the possibility of being open during construction has proved to be less feasible than originally expected. He continued that a full closure was a more rational direction to take, given the mass of items to be moved, security concerns, and other factors.

Director Clark provided a general update. He covered proposed construction phases, site logistics, and assorted updates from a series of meetings with the Kohler. Topics included color choices, storage solutions, proposed construction phasing, the pre-existing mystery smell, construction staging zones. Chairman Egen emphasized the importance of maintaining high security throughout construction, and coordinated PR messaging. Discussion ensued. Thomas Hetwood suggested producing a promotional video. Secretary Humphries concurred, and made a motion to ask Director Clark to investigate the feasibility of creating promotional/informational video on the changes to the museum, to be reported next month. S. Wagers seconded, and the motion was passed unanimously. Chairman Egen voiced support, and Secretary Humphries emphasized the importance of creative narrative options.

Director Clark requested that the Board formally recognize the intention to close the museum for the duration of construction. Secretary Humphries moved to state that the Board of Trustees understands and supports the fact that the County Museum must close for a period of time during construction and encourages museum leadership to seek alternative programming opportunities around the county during said period. The motion was seconded by S. Wagers and passed unanimously.

B. Roe inquired about the release of information on the closure to GSMC associates, and Chairman Egen recommended that formal language and messaging protocol be determined in advance of the release of public information, which was encouraged by Anne Noland.

2nd Public Comment: None.

Board Comments: Many trustees expressed support for the expansion and museum programming, and shared news of community programs. JJ Przewozniak encouraged everyone to visit the Navarre house to see the exposed timbers during the duration of a construction project, and provided a brief update on the *1796: Our First Flag* project. Director Clark shared news of upcoming events. Chairman Egen concluded by encouraging the board to continue advocacy for the expansion and to stay patient with the museum staff throughout the process.

Secretary Humphries made a motion to adjourn, which was seconded by M. LaVoy, and was passed unanimously. The meeting was adjourned at 7:19 PM.

These minutes were prepared by JJ Przewozniak on May 8, 2026.

6. Markers Committee

- 6.1. Newport Community Church
- 6.2. Oak Grove Cemetery
- 6.3. Maple Grove Cemetery

**MONROE COUNTY HISTORICAL MARKER PROGRAM
COVER SHEET**

Title/Subject:

Side A: Newport Community Church

Side B: Berlin Township School District No. 6

Location:

Newport Community Church

8823 Swan Creek Road

Newport, Michigan 48166

Marker Maker:

Sewah Studios

Marker Style:

Georgia Series, 30" H x 42" W

Text Size:

1"

Text Style:

Justified

Credit Line Text (sides A and B; bottom centered; smaller than body text):

Line 1: Berlin Charter Township Historical Society

Line 2: Monroe County Museum System

Funding Source:

2025 Projects Fund Award

Status:

Reviewed by Markers Committee: April 23, 2026

Approved by Monroe County Museum System Board of Trustees:

SIDE A

Newport Community Church

The cornerstone for the Congregational and Methodist Church was laid in 1887 on land donated by the Buhl family of Detroit. The Flint, Adams, Yoas, Shippee, Aselstyne, Madison, Marshall, Webb, Colburn, and Francisco families were all active in its construction. In 1945 it became the Newport Community Church, a non-denominational entity. The nearby Sunday School Station, built about 1870¹, started as the Newport depot for the Lake Shore and Michigan Southern Railroad. Originally located on the south side of Swan Creek Road at Mill Street, it was moved to the church grounds around 1939.

Credit Line Text (sides A and B; bottom centered; smaller than body text):

Line 1: Berlin Charter Township Historical Society

Line 2: Monroe County Museum System

Draft Word Count: 95

¹ BCTHS has no concrete date for construction but a general window of 1869 to 1876.

SIDE B

Berlin Township School District No. 6

The Newport settlement began in 1835 near Swan Creek's mouth, later migrating inland when the Detroit, Monroe, and Toledo Railroad arrived in 1855. By the 1870s, the growing community warranted its own school district. A one-room brick school was built here in 1872 and served students of Berlin Township District No. 6 from kindergarten through eighth grade. After a windstorm destroyed the roof in 1919, it was replaced with a new two-room brick school later that year. In 1948 it was absorbed into the newly created Airport School District. It was replaced by the nearby Henry G. Niedermeier Elementary in 1958. Newport Community Church acquired it in 1972 for use as a parsonage and Sunday School classrooms.

Credit Line Text (sides A and B; bottom centered; smaller than body text):

Line 1: Berlin Charter Township Historical Society

Line 2: Monroe County Museum System

Draft Word Count: 119

**MONROE COUNTY HISTORICAL MARKER PROGRAM
COVER SHEET**

Title/Subject:

Side A: Oak Grove Cemetery

Side B: Notable Burials

Location:

Oak Grove Cemetery

Junction of Dixon and Summerfield Roads

Summerfield and Dundee Townships, Michigan

Marker Maker:

Sewah Studios

Marker Style:

Georgia Series, 30" H x 42" W

Text Size:

1"

Text Style:

Justified

Credit Line Text (sides A and B; bottom centered; smaller than body text):

Line 1: Old Mill Museum

Line 2: Monroe County Museum System

Funding Source:

2025 Projects Fund Award

Status:

Reviewed by Markers Committee: April 23, 2026

Approved by Monroe County Museum System Board of Trustees:

SIDE A

Oak Grove Cemetery History

Originally called Oakwood Cemetery, Oak Grove is located at the junction of Dixon and Summerfield Roads and straddles Dundee and Summerfield Townships. John H. King arrived in what was then Monroe Township in 1827 and settled in sections 35 and 36 in what would later become the townships of Summerfield (1829) and Dundee (1838). He later deeded part of his property to be used as a cemetery. The earliest stone dates from 1831 and marks the grave of Walter Comstock. Many of Dundee's earliest pioneers are buried here and some of the stones in the oldest section are practically unreadable. In December 2018, the Lloyd family donated one acre of land to expand the cemetery by about 1,000 gravesites.

Credit Line Text (sides A and B; bottom centered; smaller than body text):

Line 1: Old Mill Museum

Line 2: Monroe County Museum System

Draft Word Count: 118

SIDE B

Oak Grove Cemetery Notable Burials

- 1 . Private Samuel Stone, Revolutionary War, Army, Connecticut Line, 1780 - 1783.
- 2.
3. Sergeant Alonzo H. Curtis, Civil War, Army, Co. I, 17th Michigan Infantry, 1862 -
4. 1865. Recommended for the Medal of Honor.
- 5.
6. Alfred Wilkerson, State Senator, 1858 - 1860. Owner of the grist mill that is now
7. home of the Dundee Old Mill Museum.
- 8.
9. George Scott (aka Joe Mason), former slave from New Orleans who accompanied
10. Dr. John W. Mason from the Civil War to Dundee.
- 11.
12. Sheridan D. Ford, State Representative from 1915 - 1918.¹
- 13.
14. Private First Class James Lavern Bowman, Vietnam War, Army, killed in action,
15. 1968.

Credit Line Text (sides A and B; bottom centered; smaller than body text):

Line 1: Old Mill Museum

Line 2: Monroe County Museum System

Draft Word Count: 91

¹ Candidate for deletion if line count exceeded.

**MONROE COUNTY HISTORICAL MARKER PROGRAM
COVER SHEET**

Title/Subject:

Side A: Maple Grove Cemetery

Side B: Notable Burials

Location:

Maple Grove Cemetery

Junction of Brewer and Davis Roads

Dundee Township, Michigan

Marker Maker:

Sewah Studios

Marker Style:

Georgia Series, 30" H x 42" W

Text Size:

1"

Text Style:

Justified

Credit Line Text (sides A and B; bottom centered; smaller than body text):

Line 1: Old Mill Museum

Line 2: Monroe County Museum System

Funding Source:

2025 Projects Fund Award

Status:

Reviewed by Markers Committee: April 23, 2026

Approved by Monroe County Museum System Board of Trustees:

SIDE A

Maple Grove Cemetery History

Maple Grove Cemetery is located at the intersection of Brewer and Davis Roads in Dundee Township. Newspaper clippings provide the earliest history of the cemetery. The *Dundee Reporter* in 1873 stated that, “John J. Munger of Dundee is selling cemetery lots in the new Maple Grove Cemetery.” The *Monroe Commercial* reported that a mausoleum was being built, which was dedicated in October 1910. By May 1963 the mausoleum had fallen into disrepair and had to be torn down. The bodies were transferred to concrete vaults for reburial. A large stone tablet engraved with their names marks the site.

Credit Line Text (sides A and B; bottom centered; smaller than body text):

Line 1: Old Mill Museum

Line 2: Monroe County Museum System

Draft Word Count: 98

SIDE B

Maple Grove Cemetery Notable Burials

1. George and Jacob Countryman, father and son, Civil War, Army, 18th Michigan
2. Infantry. Prisoners of War at Snow's Pond, Kentucky. Both survived the Sultana
3. disaster.
- 4.
5. Israel Drew, donated the triangle in Dundee with the stipulation that there was to be
6. no public place of business on it.
- 7.
8. Judson W. VanDeVenter, writer of over 60 hymns, the most well-known being "I
9. Surrender All."
- 10.
11. Charles A. Verschoor, inventor of the first tabletop radio and small size Argus
12. camera.
- 13.
14. Private First Class Albert E. Dusseau, Vietnam War, Army, killed in action, 1967.
- 15.
16. David L. Blackburn, Associate Artistic Director of the Cincinnati Ballet, 1977-1984.¹

Credit Line Text (sides A and B; bottom centered; smaller than body text):

Line 1: Old Mill Museum

Line 2: Monroe County Museum System

Draft Word Count: 101

¹ Candidate for deletion if line count exceeded.

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, May 13, 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

Site opens for public programming beginning Thursday, May 21.

Vietnam Veterans Museum

Site opens to the public beginning Friday, May 22.

St Antoine's Historic Site

Grounds are open year round.

Upcoming Scheduled Closures

Closed Monday, May 25 for Memorial Day.

County Archives closes for construction preparation beginning Monday, June 1.

County Museum closes for construction preparation beginning Monday, July 6.

Upcoming Events

May 14

Gardens of Stone with Jeffrey Green

Monroe County Museum

7 pm

Free and open to the public.

May 28

Community Open House

Monroe County Museum

7 pm

Free and open to the public.

June 14

First Flag Community Sewing Day

Monroe County Museum

10 am

Free and open to the public.

July 11

Promoting the Publick Good

Territorial Park on the River Raisin

10 am

Free and open to the public.

August 2 to 8

Monroe County Fair

Maintenance and Operations

Museum and Archives

The boiler caused some trouble for us in April ... and not the one you're probably thinking of.

On Friday, April 10, a pool of water was discovered at the back door, the assumption was that it was accumulated rain water that had pooled on the dock and migrated into the rear entrance. After the spill was cleaned, it was determined that the water was actually coming from the radiator which, initially, didn't seem to be the symptom of a bigger issue. On Monday, April 13, a radiator in the front lobby also had a large pool of water underneath it. A bigger issue had finally presented itself. Our plumbing contractor was summoned and they quickly responded. Upon inspection, it was discovered that someone had flipped the fill valve on the boiler which filled the boiler and then the boiler filled all the radiators. The system had become so full it was looking to reduce the water pressure and found at least two radiators it could exploit. Fortunately, it was caught before the damage was too widespread. For further details of how it impacted collections, please refer to Robert's monthly report.

Territorial Park

Consult JJ's report for a complete listing of events at Territorial Park.

Vietnam Veterans Memorial and Museum

Staff will spend time the week of May 10 getting the restrooms de-winterized and the museum readied for the public.

St Antoine's Historic Site Memorial

Nothing to report.

Exhibits Update

Due to pending construction, focus is organizing exhibit areas to accommodate the influx of artifact and archival materials being dislocated.

Next project in development is the First Flag exhibit for Monroe County Fair.

Building Program

On Tuesday, May 5, Chairman Egen and I provided a brief recap of the expansion project and its importance prior to the presentation from Keith Kohler, project architect. Several community leaders gave their support to the project.

On Wednesday, May 6, we hosted the Pre-Bid Meeting. Keith Kohler gave a presentation to potential general contractors and Administrator Bosanac provided additional insight. After the presentation portion, contractors toured the building from the basement to the roof as well as the exterior.

On Wednesday, May 7, the central office distributed the official bidders list.

Official Bidders List

Company	Location
Spieker Company	Northwood, Ohio
DMC Consultants	Detroit, Michigan
O'Neal Construction	Ann Arbor, Michigan
McCarthy and Smith	Farmington Hills, Michigan
All Phaze Construction / Davison Building and Development	Monroe, Michigan
The Delventhal Co.	Millbury, Ohio
Deangelis Diamond	Novi, Michigan
Corrigan Construction	Brighton, Michigan
Sachse Construction	Detroit, Michigan
Frank Rewold and Sons	Rochester, Michigan

Project Dates

Bids Due:	June 4
Project Award:	June 16
Construction Begins:	August 10
Construction Completed:	March 2028

All bidding documents are on the County of Monroe's Purchasing page of the county website.

Markers Program

Submitted to the board for approval at the May meeting are *Newport Community Church/Berlin Township School District No. 6* (Newport), *Maple Grove Cemetery* (Dundee), and *Oak Grove Cemetery* (Dundee). All three are 2025 Projects Fund recipients.

Later in May, we will retrieve the remainder of our 2025 refurbishments as well as our corrected *The Railroad Well/Gertrude Crampton* and *South Rockwood Evangelical Church/John Strong Jr.* Once all of our markers in city right-of-ways needing new posts have been returned, we will transfer them to the city for installation.

Last week, staff did an emergency relocation of the *Petersburg United Methodist Church* marker to accommodate a new sign that the church was having installed. A by-product of the staff's efficiency is that they were able to reinstall the recently refurbished *Newton Strike* marker.

While an exact date has not yet been set, it appears we will be removing the old county historical markers from the River Raisin National Battlefield Park at their request.

Finally, during last month's visit to Sewah Studios, I asked if there was any sort of discount or credit for retired markers. There is not. Previously we kept all retired markers but we should probably revisit that considering we have to have Third Street emptied by 2028.

Historical Projects Fund

Projects Fund applications have been distributed to the committee. Recommendations will be presented at the June meeting.

Awards Program

Nothing to report.

Personnel Updates

There are no update at this time.

American Semiquincentennial

I attended the re-plaquefication of the Bicentennial Tree, now Semiquincentennial Tree, on Friday, April 23 at DTE's Newport Service Center on 8950 North Telegraph Road. DTE put on a very welcoming event; about thirty-five people were in attendance.

Hodge Podge

Last week we hosted a filmmaker as part of our closure notice initiative. Vice Chair Michelle Lavoy, architect Keith Kohler, and I were interviewed. Staff provided numerous staged action shots of packing up exhibits and collections. Exterior and interior shots of the County Museum and Territorial Park were also filmed.

Based on scheduled program commitments and the necessity to prepare the County Archives and County Museum for pending construction, I recommend that the regular board meetings scheduled for July 8 and August 12 be cancelled in order that staff may focus on these projects. The director can send out updates via email. If there is any action that requires the approval of the board, a special meeting can be called.

Programs Division Report
Submitted by JJ Przewozniak, Deputy Director

Territorial Park:

- A much-anticipated project was completed this month: the residing of the Navarre House. From Wednesday April 8 through Friday April 10, we stripped the original siding off, being very careful to avoid marring the surface underneath, allowing the hewn timbers to see the light of day for the first time in several decades. Upon inspection, I was relieved to discover that no woodrot or infestations were present, nor any other “surprises” that would otherwise delay the project. Seeing the fine details that were hidden away for so long, was a great privilege that made pulling roughly 8 million nails worth it.
- Beginning Saturday April 11, a team of expert analysts arrived at TPRR to thoroughly document the structure. Doug Scott and Joel Bohy are leaders and pioneers in the fields of battlefield and forensic archaeology, material culture, and historic ballistic research. That Saturday, a LiDAR scan was conducted on the structure to create a 3D rendering that epitomizes high resolution. This endeavor was planned long ago with the invaluable assistance of Matt Switlik, who was the prime mover in getting industry-leading professionals to Monroe to examine our oldest known structure. Thanks to everyone’s efforts, we now eagerly await the results of new findings and precise documentation that will mark a new era of knowledge of the structure.
- On Thursday April 23 and 30, we hosted a work crew to complete the last phase of the Navarre House project: the siding. Both days were chock full of hammer blows, camaraderie, and coffee as the talented crew from Mast’s Sawmill of Gladwin skillfully attached 10” cedar clapboards to the house enclosing it for the foreseeable future.
- On Wednesday April 29, Wyandotte Alarm conducted work at the museum and the Navarre House. I’m happy to report that the alarm service panel has been relocated to a new location within the house, out of public view.

Miscellaneous:

- *YesterWays* continued throughout the month on the weekends. The activity was cockade-making.
- On Thursday, April 16, we hosted Mackinac State Historic Parks Chief Curator Craig Wilson for an evening speaking program on Michigan in the American Revolution.
- On Thursday, April 17, in cooperation with the Monroe County library System, Doug Scott presented *Battlefield Archaeology: Some New Insights into Custer’s Last Stand* at Ellis Library. Thanks to the team at the MCLS for hosting and supporting this

program.

- The *1796: Our First Flag* project was formally released to volunteer organizations. Sewing kits were assembled and distributed early in the month, and at present six organizations are generously participating: the Nancy DeGraff Toll Chapter of the Daughters of the American Revolution, the River Raisin National Battlefield Park, the Genealogical Society of Monroe County, Mackinac State Historic Parks, the Dundee Old Mill, and the Berlin Charter Township Historical Society.
- Sewing and related period clothing work continued throughout the month. A yellow short gown was finished, and staff are presently executing work on the 1796 flag and several new petticoats.
- On Saturday April 25 and Sunday April 26, we participated in Earth Day festivities at MCCC and at Milan's Wilson Park. At both events, we offered an Aquatic Mammals of the Fur Trade presentation and information station. A great time was had by all.
- Special thanks to County of Monroe Parks & Recreation staff for coordinating equipment usage for the siding project. Thanks to John Chenoweth for being a part of the Navarre House documentation effort. Very special thanks to the talented crew from Gladwin: Harvey, Elmer, Mervin, Raymond, Daniel, and Glen. Their unique services and support have allowed all historic structure work at TPRR in recent years to be executed reliably, economically, and in faithful replication of yesteryear's craftsmanship. Finally, special thanks to the programs division staff for all their help in the construction project at TPRR, primarily in the critical areas of prep and clean-up that often go unseen.

Collections Division Report
Submitted by Robert Lutey, Lead Historian

Research requests/contacts: 121
Phone: 45
Mail: 0
Email: 47
In-person: 29

Andy and I picked up some new historical markers from Sewah in Marietta, Ohio.

I participated in a virtual meeting with other area collections professionals for a discussion on emergency preparedness. Some very good suggestions were brought up, including having an emergency response kit ready to go with commonly needed items in it.

I took documentary photographs of the Navarre-Anderson Trading Post with its siding off and of the main museum building prior to the construction of the addition. These photos will be deposited into the collection for future researchers and staff to reference.

We had a water infiltration event in the collections storage area of the basement after a radiator leaked on the first floor. Luckily, the artifacts were stored in boxes which absorbed the vast majority of the water. The handful of damp artifacts were dried and repacked into new boxes. There were thankfully no losses.

I have spent some time reorganizing the Woodland Cemetery Collection, especially with the new archival material we have received (see 2026.20).

I made my last (at least for now) run up to Mark Gervasi's studio to pick up some artifacts that he worked on for us. One of the items, Victoria Navarre Godfroy's sidesaddle, came out especially well. We are very grateful for all of the work that Mark has done for us free-of-charge over the last couple of years. I am looking forward to continuing our working relationship as soon as it is possible to do so.

Rachel and Dana attended a webinar on photo preservation that was presented by Gaylord Archival. Rachel also attended the Michigan in the American Revolution with Craig Wilson event at the museum.

Dana has worked on processing donations and assisting with moving preparations.

Lisa Peters and Lynne Johnson from G.S.M.C. have volunteered to continue indexing our probate books. Their work is greatly appreciated!

Research requests have continued to be handled by Rachel and myself. Topics of interest included the work of architect R.M. Dunbar, the River Raisin Centre for the Arts,

the Battle of Little Bighorn, Monroe County libraries,city assessment record research, the Monroe Lions Club, Ilgenfritz Nursery, and Monroe 4-H.

Monroe County Museum System

Collections Division

Accessions Report

April 2026

Accession Number	Donor	Item(s)
2026.19	Unknown (Unsolicited Drop-Off)	Lulu Cemetery document.
2026.20	Estate of Jane M. Sommer	Woodland Cemetery related archival materials.
2026.21	Monroe County Museum	Aerial photographs of the Territorial Park on the River Raisin and photos of the NA Trading Post without its siding.
2026.22	Monroe County Museum	Digital photographs of the museum as it exists prior to the expansion.

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

Monroe County Museum System
Collections Division
Deaccessions Report
April 2026

There are no deaccessions for April 2026.

9. New Business

9.4. Collections Policy Discussion

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 II

DEED OF GIFT

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

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

I own the personal property described below and desire to give said personal property to the Monroe County Museum System, a Department of the County of Monroe, Michigan. I do hereby irrevocably and unconditionally give and transfer to the Monroe County Museum System all right, title, and interest, including all copyright, trademark, and related interests, in and to the following described property.

Description of Gift:

By my signature below I accept the foregoing conditions and acknowledge reading any attached information.

This gift is given in memory of:

Dated:

Donor/Agent

Donor/Agent

Date received: _____

Received by:

The gift as described above is accepted by the Monroe County Museum System, a Department of the County of Monroe.

By: _____
Name

Title

Date

Do you allow us to publicly recognize your donation using your name? YES NO

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
-----------	-----------------------------	-------

--	--	--

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
-----------	-------------------	-------------

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
-----------	-----------------------------	-------

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.