FAIRFAX COUNTY PARK AUTHORITY

M E M O R A N D U M

TO: Chairman and Members
Park Authority Board

VIA: Kirk W. Kincannon, Director

FROM: Cindy Walsh, Director
Resource Management Division

DATE: February 18, 2016

Agenda

Resource Management Committee
Wednesday, February 24, 2016 – 6 p.m.
Boardroom – Herrity Building
Chairman: Frank S. Vajda
Vice Chair: Anthony J. Vellucci
Members: Edward R. Batten, Sr.; Mary Cortina

1. Approval - Revisions to Policy 206 Museum and Archaeological Collections with Appendix 15 and Policy 207 - Live Collections Management with Appendix 16 – Action*
2. Adoption of an Institutional and Professional Code of Ethics for Museum Operations of the Fairfax County Park Authority – Action*
3. Scope Approval – Poplar Ford Park Helping Our Land Heal Project – Action*

*Enclosures

If accommodations and/or alternative formats are needed, please call (703) 324-8563. TTY (703) 803-3354

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Board Agenda Item
March 9, 2016

ACTION

Approval – Revisions to Policy 206 Museum and Archaeological Collections with Appendix 15 and Policy 207 Live Collections Management with Appendix 16

ISSUE:
Approval of the Revisions to Policy 206 Museum and Archaeological Collections with Appendix 15 and Policy 207 Live Collections Management with Appendix 16

RECOMMENDATION:
The Park Authority Director recommends adoption of the updated policy revisions: Policy 206 Museum and Archaeological Collections with Appendix 15 and Policy 207 Live Collections Management with Appendix 16.

TIMING:
Board action is requested on March 9, 2016.

BACKGROUND:
Staff are currently preparing for American Alliance of Museums (AAM) Reaccreditation. To comply with AAM requirements, the policies need to include more in-depth information regarding policy implementation. To address this requirement, appendices were added to further detail the work expected of the staff in order to carry out the provisions of the policies. In accordance with the AAM standards for accreditation, these policies and associated documents require Park Authority Board approval.

Policy 206 and Policy 207 were approved by the Park Authority Board on June 26, 2013. Both policies were simplified and supported with general guidelines documents. Policy 206 remains consistent with the 2013 version, with the change in the guiding document referred to as Appendix 15. In 2013, Policy 207 was for live animal collections only. These modifications include the addition of live plants to the policy and guiding document Appendix 16.

FISCAL IMPACT:
None

Board Agenda Item
March 9, 2016

ENCLOSED DOCUMENTS:

Attachment 1: Policy 206 – Museum and Archaeological Collections
Attachment 2: Policy 207 - Live Collections Management
Attachment 3: Appendix 15 – Guidelines for Collections Management: Museum and Archaeological Collections
Attachment 4: Appendix 16- Guidelines for Collections Management: Plants and Animals

STAFF:

Kirk W. Kincannon, Director
Aimee L. Vosper, Deputy Director/CBD
Sara Baldwin, Deputy Director/COO
Cindy Walsh, Director, Resource Management Division
Todd Johnson, Director, Park Operations Division
Barbara Nugent, Director, Park Services Division
David Bowden, Director, Planning and Development Division

FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 206	**Title:** Museum and Archaeological Collections
Date Approved: 3/9/16	Last reviewed: 6/26/2013
Objective: Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.	

Purpose: In support of our cultural resource stewardship mission, the Fairfax County Park Authority shall collect, preserve, exhibit, interpret and, where appropriate, make available for research, museum objects, archaeologically-derived artifacts, and other material culture.

Policy Statement:

1. The Park Authority shall ensure that collections under its stewardship are protected, secure, unencumbered, cared for, accounted for, and documented, and shall plan for their future needs and growth.
2. Acquisition, loan, deaccessioning and disposal activities shall be conducted in a manner that respects the protection and preservation of cultural resources and discourages and prevents illicit trade in such materials. Collections-related activities shall promote the public's understanding and appreciation for our past over financial gain.
3. The Park Authority shall subscribe to the American Association of Museums (AAM) "Code of Ethics for Museums" as it applies to museum collections, the Museum Collections Policy, and all collections management procedures.
4. The Park Authority shall maintain detailed guidelines and procedures for the management and care of the museum collections and archaeological collections in respective conformity to the professional standards established by the AAM and Virginia Department of Historic Resources (VDHR) State Collections Management Standards, and shall revise those guidelines and procedures as needed to comply with current professional standards and guidelines. These are defined in Appendix 15: Guidelines for Living Collections Management: Museums and Archaeological Collections.

References:

1. VDHR Collections Management Standards http://www.dhr.virginia.gov/pdf_files/Collections%20Mgmt%20Standards%2016june2011.pdf
2. Cultural Resource Management Plan http://www.fairfaxcounty.gov/parks/gmp/crmpfinal.pdf

Supporting Documentation:

1. Appendix 15: Guidelines for Living Collections Management: Museum and Archaeological Collections (link to be determined)
2. Code of Ethics for Museums http://aam-us.org/resources/ethics-standards-and-best-practices/code-of-ethics

FAIRFAX COUNTY PARK AUTHORITY POLICY MANUAL

Policy 207	**Title:** Live Collections Management
Date Approved: 3/9/2016	**Last reviewed:** 6/26/2013
Objective: Ensure the long-term protection, preservation and sustainability of natural, cultural and park resources in accordance with adopted park standards and adherence with natural and heritage resource management guidelines and Countywide Policy Plan obligations.	

Purpose: This policy states the reason for maintaining live animal and horticultural collections including their use and the importance of their proper care and management in parks.

Policy Statement:

1. The Fairfax County Park Authority collects, exhibits, interprets, and studies farm animals and captive, bred, rehabilitated, or non-releasable wild animals, and horticultural plants for educational purposes to support the mission of the Park Authority and its sites.
2. Each individual or group of living collections shall be evaluated in terms of its conformity to the scope of collections criteria outlined in Appendix 16: Guidelines for Living Collections Management: Plants and Animals, and to the ability of the Fairfax County Park Authority to care for live collections in a manner consistent with professional standards. In general the Fairfax County Park Authority discourages the collection of threatened or rare species unless participating in a program to restore native or horticultural significant species.
3. The Fairfax County Park Authority shall ensure that live collections under its stewardship are protected, secure, cared for, and documented. Acquisition, loan, presentation, deaccessioning, and disposal activities shall be conducted in a dignified, respectful, humane, and safe manner. All live collections will be maintained in a manner that will insure their health and well-being and the safety of staff, visitors, and the live collections.
4. The Fairfax County Park Authority shall maintain a record of live collections including all legal instruments, agreements, conveyances, research and descriptive catalog records, and any other pertinent data necessary to meet permit requirements and record-keeping purposes consistent with professional standards.
5. The Fairfax County Park Authority is bound by all federal, commonwealth, and county regulations and laws applicable to the stewardship and use of live animals and plants where appropriate.

Supporting Documentation:

1. Appendix 16: Guidelines for Living Collections Management: Plants and Animals (Link to be determined)
1. Code of Ethics for Museums http://aam-us.org/resources/ethics-standards-and-best-practices/code-of-ethics- for-museums

Attachment 3

APPENDIX 15 - GUIDELINES FOR COLLECTIONS MANAGEMENT: MUSEUM AND ARCHAEOLOGICAL COLLECTIONS

AUTHORED BY:
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This document formalizes Collections Management standards into a single document that addresses the Fairfax County Park Authority's responsibilities to its collections and the public for whom the collections are held in trust.

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Guidelines for Collections Management

1. MISSION, VISION, AND VALUES

1.1 PARK AUTHORITY MISSION

To set aside public spaces for and assist citizens in the protection and enhancement of environmental values, diversity of natural habitats, and cultural heritage to guarantee that these resources will be available to both present and future generations; to create and sustain quality facilities and services which offer citizens opportunities for recreation, improvement of their physical and mental well-being, and enhancement of their quality of life.

1.2 PARK AUTHORITY VISION

The Fairfax County Park Authority strives to inspire and sustain a passion for parks and leisure experiences that enhances our community's quality of life.

1.3 PARK AUTHORITY VALUES

These values describe the essence of our organization:

- **Enhancing Stewardship:** We are stewards for a wonderfully rich community trust of natural and cultural resources. We will provide leadership to expand awareness, appreciation and protection of this heritage.
- **Fostering Diversity:** We embrace the diversity of our community and seek to provide every resident with a wide variety of park experiences and recreational opportunities.
- **Developing Partnerships:** We believe seeking and maintaining active partnerships with neighborhood and community organizations and individuals are essential to becoming a vital and treasured component of the communities we serve.
- **Providing Quality and Value:** We are committed to providing high quality facilities and services that offer superior value and prompt efficient service to our customers and the community.
- **Communicating Effectively:** We strive for productive two-way communication with residents and our staff to allow all to participate fully in creating quality parks and services.
- **Valuing Our Workforce:** We believe our paid and volunteer staff is the key ingredient to our success and commit to creating a participative, team-oriented organization including career development opportunities and meaningful recognition.
- **Demonstrating Fiscal Responsibility:** We are committed to building and preserving a park system that meets the community's needs in a cost effective, fiscally responsible manner.

1.4 RESOURCE MANAGEMENT DISVISION MISSION

We interpret and preserve Fairfax County's natural and cultural resources for the enjoyment, health and inspiration of current and future generations.

1.5 CULTURAL RESOURCE MANAGEMENT AND PROTECTION BRANCH MISSION

The mission of the Fairfax County Cultural Resource Management and Protection Branch is to preserve, protect, and interpret the cultural heritage of the County for the enjoyment and inspiration of current and future residents and visitors, and to nurture a sense of cultural resource stewardship.

2. STATEMENT OF AUTHORITY

The Fairfax County Park Authority (FCPA) derives authority from both the commonwealth of Virginia and the Fairfax County government. The Virginia State Code §15.2-5700-15.2-5714, known as the Park Authorities Act, allows the establishment of a park authority with the power to acquire, purchase, lease as lessee, construct, reconstruct, improve, extend and maintain parks within the geographical jurisdiction of the authority's participating locality as well as conduct all business associated with those actions.

The Fairfax County Park Authority Board is appointed by the Fairfax County Board of Supervisors. These 12 appointees are comprised of one representative from each of the nine magisterial districts, plus three at-large members. The board sets policy and establishes priorities for the park agency. The Park Authority Director interprets, implements, and administers all policy decisions of the Park Authority Board. It is the role of Park Authority staff to develop appropriate procedures for implementing policy decision.

The Director of the Fairfax County Park Authority has assigned responsibility for the museum collections to the Resource Management Division (RMD). The Director of the Resource Management Division has delegated administration of all collections to the Cultural Resource Management and Protection Branch (CRMPB). Under the supervision of the CRMPB Manager, the Collections Manager is charged with daily care and security of the Museum Collections, including the manner in which objects are exhibited, stored, transported and conserved, as well as planning for future needs and growth. Specific procedures for the appropriate care and management of this collection are set forth in the Collections Manual and are based on standards of the American Alliance of Museums. Specific procedures for the care and management of the archaeological collections follow the State Curation Standards defined by the Virginia Department of Historic Resources.

The Resource Management Committee of the Park Authority Board is responsible for the review of the Guidelines for Collections Management. Staff shall revise collections management policies, procedures, and manuals as necessary to comply with professional and state guidelines.

In addition, the Park Authority is bound by the following federal legislation and regulation as well as the following Park Authority Policies:

Federal Law

- Antiquities Act of 1906, 16 U.S.C. 431-433.
- Reservoir Salvage Act, 16 U.S.C. 469.
- National Historic Preservation Act of 1966, 16 U.S.C. 470

- Archaeological Resources Protection Act of 1979, 16 U.S.C. 470aa-mm.
- Native American Graves Protection and Repatriation Act, 25 U.S.C. 3001.

Regulations

- Curation of Federally-Owned and Administered Archaeological Collections, 36 CFR 79.

Policies

- Fairfax County Park Authority Park Policy 204, Countywide Archaeology
- Fairfax County Park Authority Park Policy 206, Museum and Archaeological Collections

3. SCOPE OF COLLECTIONS

The Museum's collections are an indispensable vehicle through which the Museum fulfills its mission to capture and share the stories of Fairfax County. When appropriate, collection items are displayed at sites or buildings in both long-term and changing exhibitions, to promote understanding of the region's history. Other collections support research specifically about the county and its history.

Materials acquired will be considered by the Collections Manager for inclusion in holdings of differing scopes and purposes. They will be managed according to professional museum standards to effectively serve the collection, exhibit, educational, and interpretive needs.

3.1 FOCUS

The primary focus of the collections is Fairfax County, Virginia. Items should be able to be categorized in one of the following areas:

1. Objects and materials associated with or representing the history of the historic structures, sites, and parks administered by the Fairfax County Park Authority
2. Objects and materials associated with or representing the history of individuals residing or businesses operating at those historic structures, sites, and parks
3. Objects and materials associated with or representing the cultural origins connected with those historic structures, sites, and parks and the county at large
4. Objects and materials associated with or representing the general history, growth, and development of Fairfax County

Objects from surrounding counties and states are also included when they assist in telling important stories of the region or our sites and when comparable examples from Fairfax County are not sufficiently available to meet interpretive needs.

Each site will maintain their own scope of collections which defines the geography, chronology, and individuals their site is concerned with collecting items about. Due to the unique nature of archaeological collections, the CRMPB will also have a separate scope of collections for archaeological collections on file.

3.2 OTHER CONSIDERATIONS

At the time this document is being written, space must also be taken into consideration. All of the current storage spaces are at or near capacity, and currently, large items and collections are brought to an off-site, unstaffed, overflow building that was not intended to house collections. Because of this, the current collecting priority must be objects that will directly enhance the interpretation of sites. There is no room for large objects or to expand into new areas of collection at this time. If the space issue is alleviated or resolved before the next revision of this document, this restriction may be disregarded, keeping in mind that appropriate space to house collections should always be considered before accepting new acquisitions.

4. DESCRIPTION OF COLLECTIONS

4.1 PERMANENT COLLECTION

Objects in the Permanent Collection are the Museum's primary collections. Permanent Collections are accessioned and intended to be held in the Museum's care, held in public trust, for the foreseeable future. The highest degree of care and documentation is given to these objects and the highest degree of accountability is attached to this collection. The conditions for access and use of these collections are strictly controlled by the Collections Manager, as their physical integrity is of the utmost importance. These artifacts are designated into the Permanent Collection at the time of acquisition or when transferred from another collection in accordance with the "Acquisition of Collections", which is addressed later in this document. Disposal of these collections must follow the deaccessioning policy outlined later in this document.

4.1.1 HISTORIC COLLECTION

The historic collection consists of three dimensional objects that have intrinsic, aesthetic, historic, technological, and scientific value to the interpretation and presentation of Fairfax County's history, culture, and heritage of all the peoples of Fairfax County and those entities with which it is connected.

4.1.2 ARCHAEOLOGICAL COLLECTION

The archaeological collection encompasses objects, artifacts, project-generated documentation, and laboratory and object documentation that result from systematic archaeological research on land in Fairfax County. Based on the different sources of these materials, the following groupings have been devised to assist with the management of the collections.

1. Cultural materials and project-generated documentation from excavations within Fairfax County. This includes:
    a. Collections derived through survey by county employees
    b. Collections derived through survey by archaeological consulting firms
    c. Associated records - field notes, maps, drawings, and photographs

d. Technical reports with or without supporting artifact collections

2. Archaeological collections and supporting project-generated documentation from federally administered land in Fairfax County. Transfer of these collections occurs through individual curation agreements, such as memorandums of agreement or understanding. Ownership is not transferred, but Fairfax County CRMPB acts as a permanent repository.

4.1.3 ARCHIVAL COLLECTION

The archival collection is comprised of materials which provide information about the history, heritage, events, and persons associated with Fairfax County, and are a complement to the Museum's mission. These materials include but are not limited to: photos, slides, planning documents, maps, reports, newspaper articles, audio recordings, presentations, and other unpublished materials.

4.2 PROPERTY COLLECTIONS

Property Collections are the Museum's secondary collections. They are not accessioned and because of the ways in which they are used, the Museum is not held to keeping them permanently or maintaining the same high level of care for them as the Permanent Collections receive. Artifacts offered to the FCPA must first be considered for use in the Permanent Collection, but if the artifacts are not suitable for the Permanent Collection, they may be obtained for the Property Collection. Records about their acquisition and use may be kept. Reasons to place something in the Property Collection are as follows:

- The object does not meet the Scope of Collections, but provides support to interpretation
- The object is in poor condition
- The object is a prop or reproduction piece
- The object is a duplicate of something already in the Permanent Collection
- The object has no provenience (Archaeological Collection)

4.2.1 DISPLAY COLLECTION

It is understood that due to the nature and restrictions surrounding the Permanent Collection, it alone may not be enough to execute a complete and thorough picture of the interpretation of any site. In cases where such holes exist, it may appropriate to supplement a display, presentation, or exhibit with items from the display collection. These items are not intended to be handled by the public. These objects will receive a unique identifying number that begins with the first letter of the site followed by the letter "D".

4.2.2 EDUCATION COLLECTION

In accordance with the Museum's mission to focus on education, some acquisitions may be placed into the Education Collection. These objects are meant to be used in public programs as teaching aids and hands-on demonstration items, for use in exhibits in places that do not meet the criteria for a loan from

the Permanent Collection, internally for comparison purposes, or for other educational or outreach programs. It is understood that in some cases they may be handled by the public under controlled circumstances. These items may be reasonably expected to suffer wear and damage over the course of their use, and some may eventually be discarded. When this occurs, the formal deaccessioning process does not have to be followed. These objects will receive a unique identifying number that begins with the first letter of the site followed by the letter "E".

4.2.3 ARCHITECTURAL COLLECTION

The architectural collection includes architectural elements that may be associated with a certain place and time, but are fragmentary and/or lack documentation. This can include wallpaper samples, fabric and upholstery samples, paint color and finish samples, architectural elements from historic structures, and other like materials and objects. These objects will receive a unique identifying number that begins with the first letter of the site followed by the letter "A".

5. ACQUISITION OF COLLECTIONS

Acquisition is the organizational process of discovering, preliminarily evaluating, negotiating for, taking custody of, and documenting title to an object, or group of objects. Materials and objects of historic significance may be acquired through gift, purchase, bequest, exchange, transfer, field collection or other transactions whereby title of ownership is transferred to the Fairfax County Park Authority. This policy shall govern all acquisitions. All acquisitions will either be accessioned and added to the Permanent Collection or inventoried and added to the Property Collection.

5.1 AUTHORITY

The Collections Manager shall evaluate the suitability of any object offered for acquisition. Each potential acquisition shall be evaluated individually in terms of its conformity to the Scope of Collections, its authenticity, condition, quality, the foreseeable needs of the collection, and the ability of the Fairfax County Park Authority to care for the object or material in a manner consistent with professional museum standards. This evaluation shall be passed along with a recommendation of which collection the acquisition will be placed in. All acquisitions need to be signed off on by the Director of the Resource Management Division and the Director of the Park Authority.

5.2 METHODS OF ACQUISITION

5.2.1 GENERAL GUIDELINES

- Items may be acquired through donation; either directly, through a bequest, through purchase by an outside party for the purpose of donation, or through funds donated for a specific purchase. Only unconditional, unrestricted donations will be accepted, unless an exception is made by the Director of the FCPA.

- A bequest made to the museum does not automatically imply acceptance into the collection. Bequests are subject to the same acceptance criteria as any other items, and may be refused, in whole or in part, if they do not meet these criteria.
- Items may be acquired through purchase from a vendor, be it a dealer, an auctioneer, another institution, or a private individual. A receipt must accompany any such transaction.
- Items may be acquired through exchange with or transfer from another institution. This transaction usually involves deaccessioned items, or items which were accepted by a museum solely in order to find them a more suitable home.
- An object collected in the field may be brought into the collection provided it was collected lawfully and according to current standards of archaeological practice. If collected on private property, written permission of the property owner must be obtained.
- Despite the best intentions of collections and visitor services staff, items are sometimes left on the doorstep or mailed to the museum with no information to identify the owner. The museum is under no obligation to keep these items, but may obtain title to them under abandoned property laws if so desired.
- An item found in the collection which either never had or has lost contact with its acquisition paperwork may become part of the collection in accordance with abandoned property law.

5.2.2 TEMPORARY CUSTODY

Temporarily holding objects without clear intention is discouraged and should be avoided whenever possible. However, in rare cases objects may be brought into the museum for consideration as donations, or for other purposes such as identification or research, digitization for inclusion in the museum's research files, or examination for possible purchase.

- All objects brought into the museum for any purpose must be accompanied by a Temporary Custody Receipt, filled out with the owner's contact information, the reason the objects were brought in, their disposition should they not be transferred to museum ownership, a projected date for their return, and an inventory with brief descriptions and any values provided by the owner.
- Objects to be considered for accession are subject to the same standards of care and liability as objects in the museum's collection. Property left at the museum for other purposes is left at the owner's risk, and the museum's liability extends only to gross negligence.
- These items must be clearly marked with temporary tags giving their Temporary Custody ID numbers, date of arrival, and the owner's name.
- Documentation of temporary custody items may happen at the site level with guidance from the Collections Manager, and are to be kept in a permanent file at the site or Collections Management Office.
- Attempts to return temporary custody items to their owners shall be made in the same manner as for other incoming loans, and unclaimed objects are subject to the same terms of forfeiture.

5.2.3 FEDERAL COLLECTIONS

The CRMPB acts as a curatorial repository for archaeological material recovered from federal property in Fairfax County. Memoranda of Agreement are executed between the lead federal agency and the CRMPB governing the terms of each collection and the responsibilities of the federal agency and the CRMPB for the collection's on-going care. These items are held in trust by the CRMPB for the federal agency. Generally, these MOA's refer to *Curation of Federally-Owned and Administered Archaeological Collections, 36 CFR 79,* though additional terms may be negotiated between the federal agency and the Branch

5.3 CRITERIA

- Objects acquired must be consistent with the mission of the Museum and with the scope and uses of the collection
- Objects that cannot be properly cared for and stored in existing facilities, or that are significantly deteriorated or unstable, shall not be accepted unless it is determined that the costs of storage and conservation are offset by the suitability and value of the object/s, or by a monetary donation, from the donor or a sponsor, that supports conservation and ongoing care. If an important object cannot be accommodated, the museum may assist the donor in finding a suitable repository
- The donor or vendor must be able to prove their legal ownership of the object/s, and their right to donate or sell the object/s
- The price of objects offered to the Museum for sale must be determined to be in accordance with fair market value at the time of purchase
- Objects with an unethical history of ownership shall not be accepted, e.g. items that were stolen, collected without permission or authority, or imported or exported in contravention to existing laws.
- Objects of unknown or doubtful provenance shall not be accepted
- Objects whose donors wish to impose unreasonable restrictions or conditions upon the acceptance or use of the object/s, such as requiring continuous exhibition, restricted rights to deaccession, or keeping of the object/s in a certain building or geographical location shall not be accepted. Exceptions to this rule may be made if justified by the particular significance of the collection, but all such exceptions must be approved by the Director of the Park Authority. Restrictions or conditions requiring expense must be fully funded by the donor as part of the gift. If the Museum accepts an object with conditions, these will be stated clearly on the Deed of Gift and become a part of the permanent record. The Museum also accepts thereby a legal and ethical obligation to comply with them.
- Copyrighted works may be accepted into the collection. If they are collected from the copyright holder, the Museum should attempt to obtain transfer of all rights. Should this not be possible, then in addition to rights granted under current fair use laws, the museum should negotiate for limited rights including exhibition, reproduction for exhibit catalogues and publicity, and reproduction in scholarly publications and for educational use.

- Duplicates of items already in the collection shall not be accepted unless warranted by their superior condition, historical significance, or utility in exhibits, e.g. for rotation with sensitive objects
- Acceptance of objects of significant monetary value should be carefully weighed against the ongoing costs of additional security, special storage facilities, and increased insurance. Acceptance of objects requiring expense above and beyond that normal for collections care and security must be approved by the Director of the Park Authority. If an important object cannot be accommodated, the Museum may assist the donor in finding a suitable repository
- Objects which constitute hazards to the health and safety of museum staff and visitors, or which are hazardous to other collections items or to the facility, shall not be accepted unless the hazard can be mitigated easily without harm to the historical significance of the object
- The Museum will not acquire human remains, nor objects subject to NAGPRA, the Native American Graves Protection and Repatriation Act
- Objects of a controversial nature, or whose acceptance might be construed as commercial exploitation of the museum, will be evaluated, weighing potential damage to the Museum's standing in the community against the cultural significance of the object.
- In accordance with the provisions of the ICOM Convention of 1973, the Museum will not accept objects whose collection is believed to have involved destruction of historic sites, buildings, structures, habitats, districts

5.4 DOCUMENTATION

The primary importance of collections objects to a museum lies in their context; hence, information that serves to place the object within that context is of paramount significance. If this information does not exist, or if the connection between the object and its information is lost, the value of the object to the museum is diminished. This information must be safeguarded, kept confidential as necessary, and maintained in an organized and easily retrievable manner.

5.4.1 PERMANENT COLLECTIONS

- The Collections Manager is responsible for collecting and maintaining all documentation relative to the acquisition, accessioning, lending or borrowing, and deaccessioning of permanent collections.
- Accession files for the permanent collections will be maintained in fireproof cabinets in the Collections Management Office. These files will contain, but are not limited to, the following: Temporary Custody receipts; deeds of gift or records of sale, including invoices and copies of checks or credit receipts; inventories; correspondence, including copies of emails and notes of phone conversations; research material concerning the objects and their provenance, whether furnished by the donor/vendor or created by staff or other experts; photographs, scans, or other types of images; and insurance information and any valuation records.

- All collections file paperwork generated by the Museum will be printed on buffered, acid-free paper. These files will be stored in archival materials, and notations made on them will be done using archival media.
- Acquisition and object records, along with condition and location histories, cataloguing information, and any other pertinent information collected about any collection and their donors, shall be maintained in the collections management database. The FCPA IT staff is responsible for ensuring the database shall be backed up regularly and that a regularly updated electronic copy is securely stored on an offsite network. It is recognized that electronic information technology changes frequently and it may be necessary to migrate collections information forward as new technology becomes available, while maintaining the security and integrity of the data.
- Prior to accessioning, staff shall be responsible for acquiring as much information about an object as possible, either from the donor or through research, both to determine its acceptability as part of the collection, and to enhance the object's utility to researchers and for exhibition. This information, properly attributed, shall become a part of the object's permanent record.

5.4.2 PROPERTY COLLECTIONS

- Acquisition records about property collections shall be maintained at the relevant site or in the Collections Management Office, these should include Temporary Custody receipts; deeds of gift or records of sale, including invoices and copies of checks or credit receipts; inventories; correspondence, including copies of emails and notes of phone conversations; research material concerning the objects and their provenance, whether furnished by the donor/vendor or created by staff or other experts; photographs, scans, or other types of images; and insurance information and any valuation records.
- Property object records are maintained, at least, in an access database by site and collection that has been provided by the Collections Manager.

5.5 IDENTIFICATION

5.5.1 HISTORIC AND ARCHIVAL COLLECTIONS

- Each accession into the permanent collection is given a number consisting of the four-digit year during which the accession was completed, followed by a dash and a two-digit number signifying the order in which the accession came into the collection during that year. This is the accession number.
- Upon being cataloged into the collection, each object shall be assigned a unique identifying number. This three-digit number will follow the accession number. A complete number consists

of the accession number followed by a dash, and the unique three-digit number. This number in its entirety shall be affixed to all objects in the Permanent Collection in accordance with currently accepted archival methods. This number may be followed by one or more letters if the item consists of more than one part.

- This identifying number shall be attached to every record, either hard copy or electronic, that pertains to the object.
- This number shall be used to track the movement and usage of the object throughout its tenure at the museum

5.5.2 ARCHAEOLOGICAL COLLECTIONS

- In the field, each provenience shall be assigned a field specimen (FS) number. This number is assigned to all artifacts within a given provenience.
- In the lab, individual artifacts are given a catalog number. This number differentiates different artifacts from the same provenience. A complete catalog number consists of the FS number followed by a period and a four digit catalog number, using leading zeroes when necessary.
- All labeled artifacts will include the eight-character site number (44FXxxxx) followed by the catalog number. This number in its entirety shall be affixed to artifacts within the Permanent Collection in accordance with currently accepted archival methods.
- Each accession into the permanent collection is also given a number consisting of the four-digit year during which the accession was completed, followed by a dash and a two-digit number signifying the order in which the accession came into the collection during that year. This is the accession number.
- This identifying number shall be attached to every record, either hard copy or electronic, that pertains to the artifacts derived from a given project.
- This number shall be used to track the movement and usage of the object throughout its tenure at the museum

5.5.3 PROPERTY COLLECTIONS

- Each item in the property collection is given a unique three-digit identifying number. This number is preceded by the first letter of the site name and the letter designation of the collection, for example, “A” for the architectural collection. Each site will use numbers in sequential order beginning with 001, for each collection. If possible, this number in its entirety shall be affixed to the object in accordance with currently accepted archival methods. This number may be followed by one or more letters if the item consists of more than one part.

5.6 USE

- Items from the Permanent Collection may be used, subject to approval by the Collections Manager, in any mission-driven exhibits of the Museum, either in-house or traveling, or by approved borrowers of such objects.

- Items from the Permanent Collection may be used as part of the Museum's public programs or other educational activities, but only if displayed under secure circumstances or, if required to be handled for demonstration, only if handled by the Collections Manager or other trained staff.
- Items from the Museum's Permanent Collection must be protected while on display by appropriate security measures (as determined by the Collections Manager), such as secured vitrines, physical barriers, or frames mounted to the wall with secure hanging devices.
- Identifying numbers shall never be removed from Permanent Collection objects by anyone any under any circumstances, unless the Collections Manager deems that an object has been mislabeled and must be relabeled. The old number will only be removed at the same time as the new one is being affixed.
- Items from the Museum's Permanent Collections may not be used as office décor.

5.7 APPRAISALS

The Fairfax County Park Authority assumes no responsibility for the appraisal of objects or materials offered as gifts to the Authority. No staff member shall offer to estimate the fair market value of materials or objects or reveal the insurance value of similar items for the purpose of establishing a fair market value for gifts offered or casually brought to the Fairfax County Park Authority. No staff member may suggest a monetary value to a donor, or any other member of the public, for any item for any purpose.

Donors desiring income tax deductions must obtain independent appraisals. Staff may not recommend specific appraisers to a donor, but can refer them to a source, such as the American Society of Appraisers. Should an item offered by a donor be appraised, staff may ask the owner to share the results of the appraisal with the Museum. This information is considered confidential, and shall be recorded in the permanent files and in the collections database

6. DEACCESSIONS

Deaccessioning is the formal process of permanently removing accessioned objects and materials from the permanent collection. There are a number of possible reasons that necessitate initiating this procedure, ranging from changing mission and focus, to refinement of the collection to better fit the mission, to the condition of the objects themselves. Because donors typically expect a museum to keep objects entrusted to it in perpetuity, the deaccessioning process must be undertaken in a way that is lawful, ethical, transparent, and in full support of the Museum's mission. All decisions to deaccession should be made thoughtfully and with full understanding of their possible ramifications.

Deaccession and disposal of an object or material does not compromise the Authority's commitment to protect and preserve natural and cultural resources, to discourage illicit trade in such materials, and to respect the special nature of human remains and funerary and sacred objects. Further, the fact that any object meets the below conditions does not mandate that it be deaccessioned.

6.1 CRITERIA

Before an object is recommended for deaccessioning, all reasonable efforts shall be made to ascertain that the Authority is legally free to do so. The Collections Manager in consultation with other appropriate staff may recommend an object for deaccessioning if no restrictions prohibit the removal of an object or material from the collection, and if one or more of the following criteria are met:

- The object or material is not relevant or useful to the stated purposes of the Fairfax County Park Authority or is outside the Scope of Collections as stated above.
- The object or material has failed to retain its identity or authenticity, and has deteriorated beyond usefulness or practicable conservation.
- The object or material has been lost or stolen and remains lost for longer than three inventories of the complete collection.
- The object or material duplicates other objects or materials in the collection.
- The Park Authority lacks the resources to preserve the object properly.
- The object is found to be hazardous to other objects or to human health.
- The object has been found to have obtained illegally, either by the Museum or by the donor or vendor, or is determined to be a fake or forgery.
- The object's documentation has been determined to be inaccurate or fraudulent or is missing, lost, or damaged to such a degree that provenience has been lost.
- The object is subject to repatriation under NAGPRA or other applicable laws.

6.2 AUTHORITY AND PROCESS

Each object must be individually recommended for deaccessioning in writing on the Park Authority's *Deaccession and Disposal* form and include the object's source, estimated market value, reason for recommending deaccessioning, and suggested method of disposal.

The Resource Management Division Director may approve the deaccessioning of an object from the Permanent Collection for transfer to another Fairfax County Park Authority collection if it more properly meets the criteria of the other collection.

Objects of modest value ($1000 or less) and objects that have lost their physical integrity, and thus their interpretive, historical and market value, may be deaccessioned and disposed of upon approval of the Director of the Fairfax County Park Authority. These include objects that have been lost or stolen for three inventories of the complete collection and objects that have deteriorated beyond their usefulness or practicable conservation. The Fairfax County Park Authority Board must be advised of all such deaccessions.

In all other instances the procedure for deaccessioning is as follows:

- The Collections Manager in consultation with other appropriate staff recommends an object for deaccessioning in writing, using the Authority's *Deaccession and Disposal* form.
- The Cultural Resource Management and Protection Branch Manager reviews the recommendation. If approved, the recommendation to deaccession is forwarded to the Director of the Resource Management Division.

- The Director of the Resource Management Division reviews the recommendation. If approved, the recommendation to deaccession is forwarded to the Director of the Fairfax County Park Authority.
- The Director of the Park Authority reviews the recommendation. If approved, the recommendation to deaccession is forwarded to the Fairfax County Park Authority Board.
- The Board reviews and approves or disapproves the recommendation. Except in the cases noted above, approval by the Fairfax County Park Authority Board is necessary to formally deaccession an object.

6.3 DISPOSAL

When an object has been approved for deaccessioning, there are several options available for proper disposal of the materials. The following principles should be used as a guide for disposal.

- When appropriate, objects may be transferred from the Permanent Collection to the Property Collection.
- The Museum does not offer deaccessioned objects back to donors or their heirs. It does not notify donors or their heirs of the disposition of deaccessioned objects unless such notice is judged to be critical in maintaining the good will of the donors.
- Every effort shall be made to place deaccessioned objects with another museum or cultural institution by offering them for transfer, exchange, or sale and advertising in appropriate professional media, thereby keeping the material accessible to the public.
- If no museum or institution expresses interest in acquiring the deaccessioned object through transfer, exchange, or sale, it is placed at auction for sale to the general public. Every effort will be made to ensure the transparency of the transaction.
- Objects in irreparable condition or considered hazardous may be physically destroyed.
- Human remains, funerary objects, sacred objects, and objects of cultural patrimony are returned to lineal descendants or culturally affiliated Indian tribe as required by the Native American Grave Protection and Repatriation Act (NAGPRA) of 1990. All museums that receive federal funds must comply with this legislation.
- No member of the Fairfax County Park Authority Board, staff, or their immediate families or representatives may purchase or otherwise acquire any deaccessioned object.
- Upon deaccessioning and disposal, all records pertaining to the object are kept, but updated as to their deaccessioned status. In no way are any documents or other records concerning the object disposed of or destroyed.
- Disposal of collections through sale, trade or research activities is solely for the advancement of the Authority's mission. All proceeds realized from the sale of a deaccessioned object are placed in the Collections fund account specifically designated for acquisitions to or conservation of objects in the Permanent Collection.

7. LOANS

In order to augment its interpretive programs, the Museum may borrow objects or traveling exhibits from other public institutions or from private individuals. It may also, under Temporary Custody, accept short-term custody of objects belonging to others for the purposes of identification, digitization for the Museum's reference files, research, or consideration for acceptance into one of the Museum's collections.

Loans are limited to educational, cultural, or scientific institutions**;** service providers such as conservation laboratories or exhibit preparation companies**;** and archaeological contractors for comparative study or collections care activities. Loans to private individuals are prohibited, though individual researchers are encouraged to use the collection at FCPA facilities by following the access guidelines outlined later in this document.

Likewise, recognizing that its own objects might benefit other museums or selected nonprofit institutions, the Museum may lend objects to such museums or nonprofits for purposes directly related to their institutional missions.

All loans, incoming or outgoing are to be entered into the collections management database. All loan forms are to be kept on file permanently in the Collections Management Office. Loan files shall include correspondence, certificates of insurance, facilities reports, packing and shipping information, and any other information pertaining to the Museum's responsibilities toward loaned or borrowed objects.

All loans are proposed by the Collections Manager and must be signed off on by the Director of the Resource Management Division.

7.1 OUTGOING LOANS

7.1.1 GENERAL GUIDELINES

- Requests to borrow objects from the Museum's collections must be made in writing at least two months prior to the scheduled pickup or shipment date.
- The Museum reserves the right to charge fees to the borrower to cover any or all of the costs associated with the loan, including but not limited to those for research, handling, conservation, photography, condition reporting, packing, shipping, and insurance.
- The Collections Manager reserves the right to refuse the loan of any objects deemed too fragile, rare, important, or valuable or objects that are being used in an exhibition or that are the subject of ongoing research.
- The Museum will lend no objects to which it does not have clear title; nor will it lend any objects, themselves on loan from other museums or individuals, without written permission from the owner.
- The Museum will execute an Outgoing Loan Form with the borrowing museum that includes a complete inventory of objects being borrowed along with their insurance values.
- The borrowing museum must provide a Standard Facilities Report indicating satisfactory environmental conditions and safety and security provisions in facilities where the borrowed objects will be received, stored, unpacked, prepared for exhibit, exhibited, repacked, and held

prior to return. The borrowing museum may also be required to provide a loan history to the Museum. The Collections Manager reserves the right to refuse to lend objects to any facility deemed unsuitable to protect the items properly.

- The borrower agrees that loaned items shall not be used for commercial or other revenue-generating purposes without written authorization from the Park Authority.
- The borrowing institution shall NOT make third-party loans.
- The Museum shall retain the right to recall a loan with 30 days' notice or upon request if an object is determined to be at risk.
- Any exhibit, citation, photograph, or illustration of FCPA loaned materials shall be credited to the FCPA according to the specifications outlined in the Outgoing Loan Agreement. The Borrower shall provide, without cost, a copy of any publication or report featuring loaned items.

7.1.2 INSURANCE

- The borrower must provide a certificate of insurance with all risk, wall-to-wall coverage sufficient for the valuation provided by the Museum on the loan contract. This valuation shall be consistent with fair market value as far as possible.
- The Museum must be notified in writing at least fourteen days prior to any cancellation or meaningful change in the borrower's policy. Lapses in coverage, failure to secure insurance, or inaction by the Museum will not release the borrower from liability for loss or damage.

7.1.3 TRANSPORTATION AND PACKING

- The Museum will notify the borrower when the loan has been shipped, identifying the carrier and giving the expected delivery date.
- All objects loaned by the Museum will be packed in such a way as to ensure their safety in transit. Shipping of objects will be by a fine arts carrier approved by the Museum.
- The Fairfax County Park Authority will be credited in all exhibit labeling of borrowed objects as outlined in the Outgoing Loan Agreement. The Museum must give permission for any images of the objects to be used in catalogues, labels, and publicity for the exhibit.

7.1.4 CARE

- All objects being shipped to a borrower will be clearly marked and accompanied by outgoing condition reports and scans or photographs.
- The borrower will be expected to maintain the same standards of care and handling as those maintained by the Museum, and to comply with any special considerations placed upon them in writing by the Museum, such as light restrictions. Should the borrower fail to provide proper care and security for the borrowed objects, or to satisfy the terms of the contract, the Museum may recall the loan prior to the end of the period specified in the contract.
- Borrowed objects are not to be used as hands-on or demonstration teaching aids unless this use is specifically permitted in the loan contract.

- The borrower will notify the Museum of any evidence of damage at the time of receipt of the loan or while the objects are in the borrower's custody.
- The borrower will make no attempt to clean, repair, or restore objects on loan from the museum unless with express permission from the Museum's Collections Manager.
- Borrowed objects are not to be removed from their frames or mounts for the purpose of photography, or for any other reason.
- Access to loaned objects by individuals shall be restricted by the borrower to qualified personnel, or researchers. Borrower will be responsible for any misconduct by persons using loaned items.
- Borrower will provide access to the Lender's staff or their representatives during regular hours of operations upon request.

7.1.5 RETURN

- All borrowed objects are to be returned on or before the end of the period specified in the loan contract, unless the loan has been renewed in writing for a specified additional period.
- All borrowed objects are to be returned in the same condition and packed in the same or similar manner as when they left the Museum. They are to be returned by the same or similar carrier, approved by the lender. The borrower will notify the Museum when the loan has been shipped, identifying the carrier and giving the expected delivery date.
- Upon unpacking, all returned loan objects shall be examined and their condition noted on the condition report forms that accompanied the loan. Any changes not already communicated to the Museum by the borrower will be reported immediately to the borrower and evaluated for possible insurance claim.

7.2 INCOMING LOANS

7.2.1 GENERAL GUIDELINES

- It must be clear that all incoming loans are made solely in support of the mission and programs of the Museum.
- All borrowing of objects from museums or private individuals must be done in such a manner that there is no actual or apparent conflict of interest; nor may the lender imply any enhancement of the value of the borrowed objects by their loan to the Museum.
- The Museum will only borrow objects to which the lender has clear title.
- There must be a written loan agreement, signed by the Museum and the lender, stipulating the purpose and duration of the loan, and containing a complete inventory of all the objects being borrowed.
- The Museum will accept no indefinite or permanent loans; renewals for fixed periods may be negotiated with the lender.
- The loan agreement must contain complete contact information for the lender and for anyone acting as the lender's agent in picking up the object/s at the end of the loan period; anyone

acting as such agent must have written authorization from the lender. The lender is responsible for informing the Museum in a timely manner of any changes of ownership or of address that affect the loaned objects.

- The loan agreement will clearly state acceptable uses of the objects, or of images of the objects, and any restrictions.
- The loan agreement will provide guidelines for the installation of the objects.

7.2.2 INSURANCE

- The loan agreement must clearly state who is responsible for insuring the object in transit and during its stay at the Museum, and the lender will provide a value for such coverage, which shall be the sole amount of recovery payable by insurance in the case of loss or damage. Museum staff will not place a value on any borrowed object, nor will the Museum arrange or pay for an appraisal.
- If the Museum insures the loan, a certificate of insurance will be provided to the lender.
- If the lender maintains their own insurance coverage, the Museum must be named as additional insured under the lender's insurance contract. In addition, the Museum shall ask that waiver of rights of subrogation be included in the insurance contract.
- Should the lender waive insurance, they must agree to hold the Museum harmless from any liability for damages to, or loss of, the loaned property in transit to or from and while at the museum site.

7.2.3 TRANSPORTATION AND PACKING

- The loan agreement will stipulate who is responsible for packing and shipping costs, and the manner of such packing and shipping.
- The Museum will retain the original shipping containers and packing materials, and reuse them in packing the objects for return. If, in the Museum's estimation, the packing methods or materials are substandard, the lender's permission will be sought before substitutions are made.
- The lender will notify the Museum when the loan has been shipped, identifying the carrier and giving the expected delivery date.

7.2.4 CARE

- Each object must be clearly identified with a written description, an attached number, and a photograph or digital image.
- Each object must be accompanied by an outgoing condition report from the lender that will be updated by the Museum upon receipt of the object and upon return to the lender.
- The Museum will give the same or higher standard of care to loaned objects as that given to items in its permanent collection; it will not borrow objects for which it cannot provide adequate storage or appropriate exhibition conditions.

- The Museum will notify the lender immediately of loss or of any damage to the objects. Should such damage occur, the Museum will make no attempt to clean, repair, or restore any borrowed object except by express permission of the lender. In exception to this rule, should the condition of the items constitute a hazard to other objects or to human health, the Museum will notify the lender immediately detailing emergency actions taken to mitigate the hazard.

7.2.5 RETURN

- It is the responsibility of the Lender or the Lender's agent to notify the Museum, in writing, if there is any change in ownership of the objects or if there is a change in the identity or address of the Lender.
- All possible effort shall be made to return the objects to the lender at the end of the loan period in the manner stipulated in the loan agreement.
- The Museum will notify the lender when the loan has been shipped, identifying the carrier and giving the expected delivery date.
- The Museum assumes no responsibility to search for a Lender who cannot be reached at the address of record. If no arrangements for disposition of the lender's property have been made within one year following the termination of the loan, unrestricted title to the property shall be considered transferred to the Museum. Abandoned collections will be dealt with according to the laws of the Commonwealth of Virginia and the policies of this institution (see below).

8. OBJECTS IN CUSTODY/FOUND IN COLLECTIONS

Items designated as objects in custody or found in collections are elements for which the Museum is responsible, but have been found to be abandoned or unclaimed and remain without status after attempts to reconcile them. These objects, without clear legal title, will be evaluated on a case-by-case basis. Each object will be assessed to determine whether or not there is any evidence regarding the object's provenance, be it a lender or a donor. Next, the object or collection of objects will be evaluated as to their relevance to the Museum's mission, their physical condition, and their value to the Resource Management Division. A decision will be made as to whether or not to add the object to the Permanent Collection or the Property Collection. Finally, if the object is not to be added to the Permanent Collections, a method of disposal must be determined. The Commonwealth of Virginia has provided provisions for the disposition of property loaned to museums in the Virginia Code, Chapter 11.2, Title 55, Subsections 55-210.31-38.

§ 55-210.37. Acquiring title to undocumented property.

A. A museum shall have the authority to acquire legal title to undocumented property if the museum can verify through written records that it has held such property for five years or longer, during which period no valid claim to the property has been asserted and no person has contacted the museum regarding the property, by complying with the following procedure:

1. The museum shall cause to be published a notice once a week for two consecutive weeks in a newspaper of general circulation in the county or city in which the museum is located, and in a

newspaper of general circulation in the county or city of the lender's last known address, if different from the county or city in which the museum is located. The notice shall include:

a. A brief and general description of the property;

b. The date or approximate date of the loan or acquisition of the property by the museum, if known;

c. Notice of the museum's intent to claim title to the property if no valid claims are made within sixty-five days following the date of the first publication of the notice under this subdivision;

d. The name, address and telephone number of the representative of the museum to contact for more information or to make a claim; and

e. If known, the name and last known address § 55-210.37. Acquiring title to undocumented property.

2. If no valid claims have been made by the end of the sixty-five day period following the date of the first publication of the notice under subdivision 1 c of this subsection, the museum shall cause to be published a second notice once a week for two consecutive weeks in a newspaper of general circulation in the county or city in which the museum is located, and in a newspaper of general circulation in the county or city of the lender's last known address, if different from the county or city in which the museum is located. The second notice shall include:

a. A brief and general description of the property;

b. The date or approximate date of the loan or acquisition of the property by the museum, if known;

c. Notice that the museum claims title to the property as of the date of the end of the sixty-five day period following the date of the first publication of the notice under subdivision 1 of this subsection; and

d. If known, the name and last known address of the lender.

B. Upon compliance with the requirements set forth in subsection A, clear and unrestricted title is transferred, as of the date specified in subdivision A 1 c of this section, to the museum and not to the Commonwealth.

§ 55-210.38. Status of property loaned to or deposited with museum prior to July 1, 2002.

Except as otherwise provided in a written agreement between a lender and a museum, property loaned to or deposited with a museum prior to July 1, 2002, may be discarded or transferred to another museum located in Virginia provided that (i) the notice provisions of §§ 55-210.35 and 55-210.36 have been complied with and (ii) such property is held by the museum receiving the transfer for at least three years before it sells or disposes of such property.

9. CARE OF COLLECTIONS

9.1 GENERAL GUIDELINES

The Museum regards the preservation and conservation of its collections of the utmost importance. Care of the collections is a continuing responsibility accepted by the Museum on behalf of the general public. The Museum shall carry out the legal, ethical and professional responsibilities required to provide necessary care for all collections acquired, borrowed or placed in the Museum.

- The Museum shall provide information and training opportunities to all staff on the proper care of collections.
- The Museum will conserve and maintain its collections according to professional museum standards.
- The Museum will provide all of its collections a clean, secure and stable collection environment suitable for the maintenance of the physical integrity of the artifacts.
- In general, the Museum will preserve artifacts in the condition the artifacts were received in at the time of the Museum's acquisition. The Museum will not necessarily assume a responsibility to restore artifacts to their condition when new.
- The Museum will maintain adequate work and storage areas as well as adequate staff levels to render proper conservation and collections maintenance possible.
- The collections staff will maintain, as part of its registration procedures, information regarding condition and changes in condition of all Permanent Collection artifacts.
- All conservation or restoration efforts, whether by staff or contracted outside professionals, will be under the Collections Manager’s direction. Likewise, the use of any cleaning product, method or instrument upon Permanent Collection artifacts will have the prior approval as mentioned above.
- The environmental conditions of the storage areas will be maintained at the recognized museum standards and will be monitored by site staff under the direction of the Collections Manager.
- Movement of any artifacts within the collections shall be under the supervision of the Collections Manager. Permanent collection objects shall not be removed from storage areas or from exhibit unless for legitimate reasons as approved by the Collections Manager.
- All methods of packaging artifacts in the collections are under the supervision of the Collections Manager to insure proper cleaning, handling, and packaging of artifacts.
- Only properly trained staff, volunteers, and interns should handle collections.
- Non-collections staff, board members, interns, volunteers, and members of the public are not permitted to enter storage areas with legitimate reason, nor in the absence of collections staff unless by prior permission or in an emergency situation.
- Contractors, inspectors, and non-authorized staff whose work requires their presence in collections storage areas must be accompanied by a designated staff member at all times. If such work requires protection or relocation of collections objects, this work must be done by a trained staff member.

9.2 INVENTORY

Limited staff and a busy schedule make regular comprehensive inventory of the complete collection impracticable. However, every three years the contents of each site shall be inventoried in their entirety under the direction of the Collections Management Office and with support from site staff.

Inventory information in the database is updated whenever objects are handled in the course of regular collections work, comprising a de facto spot check.

9.3 CONSERVATION

- Since the Museum has no staff conservator, the Collections Manager and trained volunteers and interns shall perform only minimally invasive cleaning procedures on objects in the collection.
- No cleaning, repair, or other actions shall be performed on borrowed objects without the written permission of the lender.
- Museum staff, interns, and volunteers shall not perform repairs or conservation treatment on permanent collections objects.
- Recognizing the limited funds available to the Museum for conservation of collections objects, the need for conservation treatment shall be determined on a case-by-case basis, with priority given to objects needed for exhibition, or significant objects whose instability requires intervention.
- Conservation treatment may only be authorized by the Collections Manager.
- Any conservator hired to treat museum collections objects shall be a member of the American Institute for Conservation or similar professional association, and will have demonstrated expertise in the appropriate type of material.
- Any conservator hired to treat museum collections objects will be asked for a resume and a portfolio or references from institutions whose collections they have treated.

10. INSURANCE AND RISK MANAGEMENT

Fairfax County is self-insured. Under this policy a wall-to-wall fine arts floater policy, issued by a qualified insurance agency, covering all owned and borrowed objects on site, off site, and in transit, is maintained. The policy does not require valuation of the Museum's collections, but rather is intended to insure for maximum probable loss.

The Resource Management Division will maintain an up-to-date disaster plan that includes instructions for reporting, responding to, and recovering from any emergency that involves collections.

The County maintains a disaster recovery contract, meant to cover objects, artifacts, archives, and public records held on County property.

11. ACCESS

11.1 CONDITIONS

It is understood by museum staff, and shall be made clear to the public, that no use of or activity involving Permanent Collections objects shall take priority over the care and safety of these objects. Furthermore, any such usage must conform to the Museum's mission, be ethical and legal, and must respect the integrity of the objects and of information about them.

In general access to the collections by the public is accomplished through exhibits, public programming, and loans and exchanges. Further access to the collections may be provided for research and scholarship opportunities by permission from the Collections Manager. The conditions for access to collections are as follows:

1. Access to collections and/or to secure area by researchers is by appointment only. Any limitations imposed on access due to conditions, staff availability, and security considerations must be imposed equally on all users, including park staff's research. Persons needing to have access are urged to make their requests known to the designee as far in advance as possible.

2. Prospective visitors should be aware that the staff is extremely busy at certain times of the year and that authorized staff may not be available to assist them at those times. Accordingly, it is suggested that persons needing access make an appointment and be prepared to discuss alternative times with the staff when they submit their requests.

3. The decision to allow access may depend upon the condition of the materials, the availability of space for the requestor to work, and appropriate supervisory staff.

4. Registration of all researchers (including those inquiring through the mail, on the phone, or Internet) is required. Registration information must include full name, telephone numbers(s), institutional affiliation, research topic and publication plans. Further information such as resumes, research objectives, relevant data, timetables, and schedules may be necessary based on the scope of the project.

5. All non-staff visitors and all staff visitors who are not designated as authorized staff will be accompanied at all times by authorized staff when in museum collection storage areas or when working with original museum and archival materials.

6. All visitors must sign in and out of museum collection storage area(s) and reference study rooms on the "Visitor Log".

7. Smoking, drinking, and eating are prohibited in collection storage and work spaces and reference study rooms. Suitcases, briefcases, overcoats, plants, animals, except guide dogs, are not allowed in collection storage and study areas. Researchers must use pencils/paper or portable computers for taking notes.

8. All guidelines for handling objects must be read and signed by ALL collections users, whether staff or non-staff. These guidelines are published separately and may be requested in advance of a visit. A copy of the guidelines will also be provided to each user at the time he/she arrives.

9. The following conditions may be applied for granting access to the collections for possible use:

a. The researcher must agree to abide by any copyrights and state privacy and publicity legislation as well as duplication, publication, and citation policies.

b. All researchers intending to use information from the collections must fill out a *Notice of Intent to Publish or Use* form and acknowledge FCPA or the appropriate Federal Agency as the source.

c. As a courtesy, two copies of completed research papers, publications, CD-ROMs, screen captures of World Wide Web work, work derived from researching the collections, or anything which contains photographs of objects in the collections or copies of documents in the archival collections, shall be provided. Copies of formal reports and other published materials shall be provided at the researcher's expense. Copies of drawings, photographs, and other products of research shall be provided at the researcher's expense, except when doing so constitutes an economic burden, in which can the designee can elect to defray or waive the requirement for the researcher to provide the materials.

11.2 RESTRICTIONS

Due to the nature of museum property and the necessity of protecting sensitive archaeological site data and preserving museum objects in perpetuity, certain restrictions are necessary.

1. The FCPA acknowledges the proprietary nature of archaeological site locations, and will restrict this information from the general visiting public and casual collection user.
2. The FCPA acknowledges the value of destructive analysis and will consider all legitimate requests of this nature. Such uses cannot be in conflict with curation regulations and policies and must be approved by the CRMPB Manager and the Collections Manager.
3. All museum property covered by the Native American Graves Protection and Repatriation Act will be restricted as to its use based on that law. Research uses not in conflict with NAGPRA will be considered with appropriate consultation.
4. The FCPA will not accept collections that place restrictions or conditions on their use, unless they are approved by the Director of the Park Authority.

COMPLIANCE AND UPDATES

Violations of any of the provisions of this policy shall be reported to the Director of the Resource Management Division.

This policy shall be reviewed by the Collections Manager every five years, or at any time that circumstances warrant.

Updates to this policy shall be presented to the Resource Management Committee of the Fairfax County Park Authority Board for a vote of approval.

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Attachment 4

APPENDIX 16- GUIDELINES FOR LIVING COLLECTIONS MANAGEMENT: PLANTS AND ANIMALS

AUTHORED BY: MARY OLIEN AND JOHN SHAFER

This document formalizes Guidelines for Living Collections Management standards into a single document that addresses the Fairfax County Park Authority's responsibilities to its living collections and the public for whom the collections are held in trust.

DRAFT 1/13/2016

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Guidelines for Living Collections Management: Plants and Animals

1. MISSION, VISION, AND VALUES

1.1 PARK AUTHORITY MISSION

To set aside public spaces for and assist citizens in the protection and enhancement of environmental values, diversity of natural habitats, and cultural heritage to guarantee that these resources will be available to both present and future generations; to create and sustain quality facilities and services which offer citizens opportunities for recreation, improvement of their physical and mental well-being, and enhancement of their quality of life.

1.2 PARK AUTHORITY VISION

The Fairfax County Park Authority strives to inspire and sustain a passion for parks and leisure experiences that enhances our community's quality of life.

1.3 PARK AUTHORITY VALUES

These values describe the essence of our organization:

- **Enhancing Stewardship:** We are stewards for a wonderfully rich community trust of natural and cultural resources. We will provide leadership to expand awareness, appreciation and protection of this heritage.
- **Fostering Diversity:** We embrace the diversity of our community and seek to provide every resident with a wide variety of park experiences and recreational opportunities.
- **Developing Partnerships:** We believe seeking and maintaining active partnerships with neighborhood and community organizations and individuals are essential to becoming a vital and treasured component of the communities we serve.
- **Providing Quality and Value:** We are committed to providing high quality facilities and services that offer superior value and prompt efficient service to our customers and the community.
- **Communicating Effectively:** We strive for productive two-way communication with residents and our staff to allow all to participate fully in creating quality parks and services.
- **Valuing Our Workforce:** We believe our paid and volunteer staff is the key ingredient to our success and commit to creating a participative, team-oriented organization including career development opportunities and meaningful recognition.
- **Demonstrating Fiscal Responsibility:** We are committed to building and preserving a park system that meets the community's needs in a cost effective, fiscally responsible manner.

1.4 RESOURCE MANAGEMENT DIVISION MISSION

We interpret and preserve Fairfax County's natural and cultural resources for the enjoyment, health and inspiration of current and future generations.

1.5 PARK AUTHORITY GUIDING PRINCIPLE STATEMENT

The Fairfax County Park Authority recognizes that stewardship of live plant and animal collections entails the highest public trust and strives to manage the living collections under its authority utilizing the best industry ethical and professional standards to guide its actions.

2. STATEMENT OF AUTHORITY

The Fairfax County Park Authority (FCPA) derives authority from both the commonwealth of Virginia and the Fairfax County government. The Virginia State Code §15.2-5700-15.2-5714, known as the Park Authorities Act, allows the establishment of a park authority with the power to acquire, purchase, lease as lessee, construct, reconstruct, improve, extend and maintain parks within the geographical jurisdiction of the authority's participating locality as well as conduct all business associated with those actions.

The Fairfax County Park Authority Board is appointed by the Fairfax County Board of Supervisors. These 12 appointees are comprised of one representative from each of the nine magisterial districts, plus three at-large members. The board sets policy and establishes priorities for the park agency. The Park Authority Director interprets, implements, and administers all policy decisions of the Park Authority Board. It is the role of Park Authority staff to develop appropriate procedures for implementing policy decision.

The Director of the Fairfax County Park Authority has assigned responsibility for the live plant and animal collections to the Resource Management Division (RMD). The Resource Management Division Director has delegated administration of all living collections to Park Managers, who have responsibility for living plant and animal collections. Park Managers who wish may seek guidance regarding AAM directives from the Museum Collections Manager. Specific procedures for the appropriate care and management of all living collections are set forth in the Living Collections Procedures Manual and are based on standards of the American Alliance of Museums, and County, Commonwealth, and Federal requirements where appropriate.

The Resource Management Committee of the Park Authority Board is responsible for the review of the Live Collections Management Policy. Staff shall revise collections management policies, procedures, and manuals as necessary to comply with professional practices and Commonwealth guidelines.

In addition, the Park Authority is bound by the following federal legislation and regulation as well as the following Park Authority Policies:

Federal Law

- United States Code Section 16-1531 – 1543: Endangered and Threatened Species of Animals
- US Migratory Bird Act
- USDA Livestock Laws

Commonwealth of Virginia Law

- Code of Virginia
    - Title 3.2 Chapter 8 Noxious Weeds
    - 2 VAC 5-317-20: Tier 1 and Tier 2 Noxious Weeds
    - Section 29.1 – 412, 417, 418: Scientific Collection Permit
    - Section 29.1 – 521: Trap, Possess, or Transport Wild Birds and Animals
    - Section 29.1 – 557: Possession of Wild Birds, Animals, and Fish as Property of the Commonwealth.
    - 4 VAC 15-20-160: Nuisance Species Designated
    - 4 VAC 15-30-10 – 50: Possession, Importation, Sale, Liberation, and Permits Required for Wild, Predatory, Undesirable, or Nonnative (exotic) Animals or Birds.
    - 4 VAC 15-290-60: Holding Wild Animals for Exhibition Purposes

Regulations

- FCPA Regulations authorized under Section 15.2-5704(17) of the Code of Virginia:
    - Section 1.05: Domestic Animals
    - Section 1.10: Hunting and Trapping
    - Section 1.15-B, C, D: Protection of Park Property
    - Section 1.18: Restricted Areas
    - Section 1.22: Wildlife and Habitat Protection

Policies

- Fairfax County Park Authority Policy 206, Museum and Archaeological Collections
- Fairfax County Park Authority Policy 207, Live Collections Management

3. SCOPE OF COLLECTIONS

The living plant and animal collections are an indispensable vehicle through which the FCPA fulfills its mission. Living Collection items are displayed at sites, in programs and events, in gardens, greenhouses or buildings, in both long-term and changing exhibitions to enrich the visitor experience, to inspire appreciation for the county's flora and fauna, and to develop connections between visitors and the county's resources that promote their stewardship. Display and use of live collections must enhance site, division, and agency goals concerning pertinent educational messages. Some live collections may be held to support research specifically related to the county's natural and cultural history and/or its resource management. All FCPA sites have, manage, or maintain plant material for aesthetics and/or education. Only those sites which develop, manage, and maintain a plant collection as a public garden will be bound by this policy.

Plants and animals will be evaluated for inclusion within the collection by park staff and with the approval of the Park Manager. All living collections will be managed according to professional public garden and animal care standards to effectively serve the collection, exhibit, educational, and resource management needs.

3.1 FOCUS FOR PLANT COLLECTIONS

The plant collections held by the FCPA reflects the diversity of plant material that is available for culture, demonstration and display in gardens and display greenhouses of the Mid-Atlantic region. Each public garden will maintain its own scope of collections which reflects the mission and purpose of the garden. Plants may be procured to enhance the objective of a particular garden space, to educate gardeners at all levels, and to promote stewardship of the natural world. As a participant in the American Public Gardens Association's Plant Collections Network, Green Spring Gardens also curates a collection of species and cultivars of genus *Hammelis*, commonly known as witch hazels. At minimum plants designated as highly invasive as per the Department of Conservation and Recreation Natural Heritage Program Virginia Invasive Plant List (http://www.dcr.virginia.gov/natural-heritage/invsppdflist) should not be acquired for display without valid educational or interpretive reasons for its display.

3.2 FOCUS FOR ANIMAL COLLECTIONS

The primary focus of the live animal collection is the native fauna of Fairfax County and the domestic and wild animals associated with the county's history. Animals within the collection should be able to support one or more of the following areas:

1. Wild animals found at or within the region and habitat types of parks administered by the Fairfax County Park Authority.
2. Domestic animals associated with or representing the history of individuals residing or businesses operating at or within the region of parks administered by the Fairfax County Park Authority.

Animals from surrounding counties and states may be included only when they assist in telling important stories of the region or our park sites and when comparable examples from Fairfax County are not sufficiently available to meet interpretive needs.

Each park holding live animal collections will maintain an interpretive plan and scope of collections that defines what animals are required for their collection and why they are required for site operations.

4. DESCRIPTION OF COLLECTIONS

4.1 PLANT COLLECTION

All plants that can be grown on land, in water, or in containers, are of interest for display and have not been designated highly invasive in Piedmont or coastal regions may be acquired for display. A high degree of care, documentation, and accountability are given to these plants. Individual plants or groups

of plants within the collection will be identified with unique identifying number(s). The conditions for access and use of these collections are strictly controlled by the Park Manager and the appointed staff.

4.1.1 WOODY PLANT COLLECTION

Woody plants are trees, shrubs, subshrubs and vines that possess stiff, woody lignified stems with buds that persist from year to year. In the landscape, these plants provide visual, structural, food and ecological benefits. It is anticipated that under standard methods for plant care, these plants will provide multi-year benefits. Woody plants will become part of the accessioned plant collection in the year planted. Non-hardy woody plants are not accessioned by are documented in the plant inventory records.

Unique to Green Spring Gardens is a special collection of witch hazels (*Hammelis*). This collection has been accepted as a nationally recognized collection by the American Public Gardens Association's Plant Collection Consortium.

4.1.2 HERBACEOUS PLANT COLLECTION

Herbaceous plants encompass the rest of the plant world not classified as a woody plant. While herbaceous plants may possess lignified stems and these stems do not persist as living tissue above ground from year to year; they may persist via hardy root systems or as seeds or spores. This group of plants may include non-vascular plants, such as mosses, and vascular plants that may be described as ferns, monocots, such as grasses, sedges, reeds and many bulbs, or as dicots, broad leaf flowering plants that encompasses most annuals, biennials and perennials. In the landscape or in the glasshouse, these plants may also provide visual, structural, food and ecological benefits. Although not officially accessioned inventory records are kept on an annual basis for hardy and non-hardy plants.

4.1.3 SEED COLLECTION

Seeds are collected or purchased to propagate plants to use for the gardens for or sale in the Garden Gate Plant Shop at Green Spring Gardens. An inventory of seeds is maintained to document source, year of collection and propagation efforts.

4.2 ANIMAL COLLECTION

Live Animal Collections are accessioned by a park to be held in its care until the animal's natural demise, transfer following permit guidelines, or deaccession following proper procedures. A high degree of care and documentation is given to these animals and the highest degree of accountability is attached to this collection. The conditions for access, care, and use of these collections are strictly controlled by the Park Manager and the appointed Animal Care Supervisor, as their health and well-being is of the utmost importance.

4.2.1 DISPLAY COLLECTION

It is understood that permanent exhibits housing animals can be a valuable addition to the educational interpretation at parks. Due to the behavioral and habitat requirements of certain animals, formal exhibits are the most effective way of educating the public about them. These animals are primarily used for display purposes only, but may be used in active education occasionally. They are not intended to be handled by or interact with the public. These animals will receive a unique identifying number that begins with a park site identifier followed by the letter "D".

4.2.2 EDUCATION COLLECTION

In accordance with the RMD and park site mission to focus on the interpretation of cultural and natural resource education, some acquisitions may be placed into the Education Collection. These animals are meant to be used in support of public programs as teaching aids and for use in exhibits in places that do not have formal exhibits. These animals may be used as part of historic enactment or active park operations or management when appropriate. It is understood that in some cases they may be touched by or interact with the public under controlled circumstances. These animals will receive a unique identifying number that begins with a park site identifier followed by the letter "E".

4.2.3 RESEARCH COLLECTION

The research collection may include animals that are being cared for as part of an ongoing study that the agency is participating in with an outside organization or other county, commonwealth, or federal government agency. These collections will be cared for following agency guidelines and the procedures outlined by the research conducting authority. Animals that are part of a research project will be kept separate from any other animals within the collection unless directed differently by the research authority and agreed upon by the Park Manager. If these animals will receive a unique identifying number following the research organizations guidelines and include a park site identifier followed by the letter "R".

5. ACQUISITION OF COLLECTIONS

Acquisition is the organizational process of discovering, preliminarily evaluating, negotiating for, taking custody of, and documenting title to an object, or group of objects. Plants and animals may be acquired through gift, purchase, bequest, exchange, transfer, field collection or other transactions whereby title of ownership or conditional custody is transferred to the FCPA. This policy shall govern all living collection acquisitions. All acquisitions will be accessioned or inventoried and added to the Permanent Collection when used to support park operations, whether owned or held by the FCPA.

5.1 AUTHORITY

The Park Manager or site designee shall evaluate the suitability of any live plant or animal offered for acquisition. Each potential acquisition shall be evaluated individually in terms of its conformity to the

Scope of Collections; the park's Interpretive Plan; its health, age, and condition; ability to properly represent its genus and species; the ability of the park to properly care for and maintain the collection; the foreseeable needs of the collection, and the ability of the FCPA to care for the object or material in a manner consistent with professional museum standards. This evaluation shall be passed along to the Park Manager with a recommendation of which collection the acquisition will be placed in. All acquisitions need to be authorized by the Park Manager and when required, by the Director of the Resource Management Division.

5.2 METHODS OF ACQUISITION

5.2.1 GENERAL GUIDELINES

- A plant or animal may be acquired through donation; either directly, through a bequest, through purchase by an outside party for the purpose of donation, or through funds donated for a specific purchase. Only unconditional, unrestricted donations will be accepted, unless an exception is made by the Park Manager and agreed to by RMD Director.
- A bequest made to the park does not automatically imply acceptance into the collection. Bequests are subject to the same acceptance criteria as any other items, and may be refused, in whole or in part, if they do not meet these criteria.
- A plant or animal may be acquired through purchase from a vendor, be it a dealer, an auctioneer, another institution, or a private individual authorized to sell the organism. A receipt must accompany any such transaction.
- A plant or animal may be acquired through exchange with or transfer from another institution. This transaction usually involves a memo of transfer or permit transfer through the permitting authority.
- A plant or animal may be acquired through natural species reproduction, intentional breeding, or rescue and rehabilitation. Organisms being considered for acquisition through these methods must be approved by the Park Manager and comply with criteria guidelines.
- A plant or animal collected in the field may be brought into the collection provided it was collected lawfully and according to current standards of practice. If collected on private property, written permission of the property owner must be obtained.
- Despite the best intentions of collections and visitor services staff, items are sometimes left on the doorstep of the park or museum with no information to identify the owner. The agency is under no obligation to keep these items, but may obtain ownership of them under abandoned property laws or wildlife collection permits if so desired.
- An item found in the collection which either never had or has lost contact with its acquisition paperwork may only become part of the collection if it meets all requirements for accession.

5.2.2 TEMPORARY CUSTODY

Temporary custody of live collections may be required to meet specific parts of a park or museum's mission. This custody will follow all required permits and procedures outlined within the FCPA

guidelines and manuals for their use and care. In some cases live plants or animals being considered for inclusion within the permanent collection may be held in temporary custody for observation and evaluation for considering it for inclusion within the permanent collection.

- All plants or animals brought into the park or museum for any purpose must be accompanied by a Temporary Custody Receipt, filled out with the owner's (if applicable) contact information, the reason the organisms were brought in, their disposition should they not be transferred to FCPA ownership, a projected date for their return, and an inventory with brief descriptions and any values provided by the owner where appropriate.
- Live plants and animals to be considered for accession are subject to the same standards of care and liability as items in the FCPA's live collection.
- Live plants and animals not in collection must be clearly marked with temporary tags giving their Temporary Custody ID numbers, date of arrival, and the owner's (if applicable) name. They should not be placed within areas of contact with permanent live collections following FCPA guidelines.
- Documentation of temporary custody items may happen at the site level with guidance from the Park Manager and following all permit guidelines and FCPA procedures.
- Attempts to return temporary custody items to their owners shall be made in the same manner as for other incoming loans, and unclaimed live items are subject to the same terms of forfeiture and applicable laws.

5.3 CRITERIA

- Plants and animals acquired for living collections must support the mission of the FCPA, park or museum of use, and be consistent with the scope and uses of the collection.
- The Park Manager must agree with park or museum staff that the use of the live plant or animal is the best tool for accomplishing the site's mission related to that collection item.
- Live plants and animals that cannot be properly cared for and housed in existing facilities, or that are unhealthy or behaviorally unstable, shall not be accepted unless it is determined that the costs and efforts of care are offset by the suitability and value of the plant or animal, or by a monetary donation from the donor or a sponsor that supports ongoing care. Animals must have a temperament that they can be safely handled by most trained staff without additional highly specialized training.
- Animals acquired must be able to withstand the stress of a captive environment and their use for education, research, display, and for operational or management activities.
- Animals of a species where mating or social behavior is such that holding only one may constitute undue cruelty shall not be accepted. Animals that have been or will bond to only one handler will not be accepted. (e.g. imprinted, habituated, captive-born/raised canines)
- When requested, the donor or vendor must be able to prove their legal ownership of the plant or animal, and their right to donate or sell the plant or animal.
- The price of plants or animals offered to the FCPA for sale must be determined to be in accordance with fair market value at the time of purchase.

- Live plants or animals with an unknown or unethical history of ownership shall not be accepted. (E.g. items that were stolen, collected without permission or authority, or imported or exported in contravention to existing laws.)
- Items upon which donors have imposed unreasonable restrictions or conditions for acceptance or use of the plant or animal shall not be accepted. If justified by the particular significance of the live collection, exceptions to this rule must be approved by the RMD Site Operations Manager and the RMD Director. Restrictions or conditions requiring expense must be fully funded by the donor as part of the gift. If the FCPA accepts a live plant or animal with conditions, these will be stated clearly on the Deed of Gift and become a part of the permanent record. The FCPA also accepts thereby a legal and ethical obligation to comply with them.
- Acceptance of plants or animals of significant monetary value should be carefully weighed against the ongoing costs of additional security, special storage facilities, and increased insurance. Acceptance of live collections requiring expense above and beyond that normal for live collections care and security must be approved by the Resource Management Division Director.
- Live collections must be protected, secured, and cared for to industry standards to protect the live collection item and the public and staff. Plants or animals that constitute hazards to people and other living collections shall not be accepted unless the hazard can be mitigated easily without harm to the living collection item and the park or museum. Venomous, poisonous, or dangerous plants or animals which may harm staff, visitors, or other collections, shall not be accepted unless the hazard can be mitigated easily and within the guidelines of care and applicable laws.
- The FCPA will not acquire plants or animals that have been used for research or experimentation unless it can be proven that those actions did not alter the value of the plant or animal for its intended purpose within the park or museum and that these actions did not adversely affect the condition of the organism.
- Live collections of a controversial nature, or whose acceptance might be construed as commercial exploitation of the park or museum, will be evaluated, weighing potential damage to the agency's standing in the community against the operational and educational significance of the organism.
- The FCPA will not accept live plants or animals whose collection is believed to have involved destruction of resources, including the viable sustainable population of the living organism. Live plants and animals considered rare or threated must be shown to have a value to the organism and the park or museum that justifies their collection. Collecting these organisms should be conducted in a manner that respects the protection and preservation of plant and animal resources and discourages illicit trade in these organisms.
- Animals categorized as resident stock are not kept beyond the end of their productive working lives unless approved by the Park Manager and Resource Management Division Director. Animals categorized as consumable stock should not be kept beyond their normal time of deaccession unless approved by the Park Manager and the appointed Animal Care Supervisor.

5.4 DOCUMENTATION

Information connected to a live plant or animal is important for the educational use of the organism and its value as part of the FCPA live collection of plants and animals. The information about how a live organism was bred, propagated, acquired, cared for, used, or lived prior to collection has a value also to research beyond its interpretive use at the park or museum. Therefore, this information must be researched where possible, safeguarded, kept confidential as necessary, and maintained in an organized and easily retrievable manner as part of the collections record for the organism.

5.4.1 LIVE COLLECTIONS

- All documentation of live plants and animals in collection will be the responsibility of the Park Manager and their designated site level live collection manager.
- Tangible accession related files for live collections will be maintained in fireproof cabinets. These files will contain, but are not limited to the following: Temporary Custody receipts; deeds of gift or records of sale, including invoices and copies of checks or credit receipts; inventories; correspondence, including copies of emails and notes of phone conversations; research material concerning the objects and their provenance, whether furnished by the donor/vendor or created by staff or other experts; photographs, scans, or other types of images; and insurance information and any valuation records. Copies of these records may also be held at the park or museum site where the organism is housed.
- All collections file paperwork generated by the FCPA will be printed on buffered, acid-free paper. These files will be stored in archival materials, and notations made on them will be done using archival media when appropriate.
- Acquisition records, along with condition and location histories, cataloguing information, and any other pertinent information collected about any live collection and their donors, shall be maintained in the collections management database. The FCPA IT staff is responsible for ensuring the database shall be backed up regularly and that a regularly updated electronic copy is securely stored on an offsite network. It is recognized that electronic information technology changes frequently and it may be necessary to migrate collections information forward as new technology becomes available, while maintaining the security and integrity of the data.
- Prior to accessioning live plants and animals, staff shall be responsible for acquiring as much information about the organism as possible, either from the donor or through research, both to determine its acceptability as part of the collection, and to enhance the organisms use to researchers and for exhibition and interpretation. This information, properly attributed, shall become a part of the organism's permanent record.

5.4.2 ANIMAL COLLECTIONS

- Animals within the live collection must have documentation of regular husbandry actions kept within their files held and maintained at the park or museum were they reside. When appropriate, records must be kept of the use of animals for education, interpretation, and operational or management use. These records shall also be maintained for animals temporarily

held through loan or acquisition consideration. The Living Collections Procedures Manual contains guidelines for when and how these records are kept.

- Records of any animals within the live collection that receive or require regular medical care must be maintained within their permanent records as outlined in section 5.4.1.

5.5 IDENTIFICATION

5.5.1 LIVE COLLECTIONS

- Each accession into the Live Collection is assigned an accession number which must include the four digit year and a sequentially derived accession number.
- Upon being cataloged into the live collection, each plant and animal shall be assigned a unique identifying number, and may be assigned additional codes to reflect the site where housed, use codes, or other designations that enable tracking and monitoring organisms in the collection. The components of the complete identification number shall be described in the operations manual. This number in its entirety shall be affixed to all organisms in the Live Collection in accordance with currently accepted identification methods.
- This identifying number shall be attached to every record, either hard copy or electronic, that pertains to the live plant or animal.
- This number shall be used to track the movement and usage of the plant or animal throughout its tenure at the park or museum.

5.6 USE

- Plants and animals within the Live Collection may be used, subject to approval by the Park Manager, in any mission-driven exhibits, programs, events, or operations of the park or museum, either in-house or traveling, or by approved borrowers.
- Plants or animals from the Live Collection may be used as part of the FCPA's public programs or other educational activities, but only if displayed or used under secure circumstances or, if required to be handled for demonstration, only if handled by authorized and trained staff.
- Plants and animals from the FCPA's Live Collection must be protected while on display by appropriate security measures as determined by the Park Manager and approved by RMD Site Operations Manager.
- Identifying numbers shall never be removed from Live Collection organisms by anyone under any circumstances, unless the Park Manager or Collections Manager deems that an object has been mislabeled and must be relabeled. The old number will only be removed at the same time the new one is being affixed, following currently accepted identification methods.

5.7 APPRAISALS

The Fairfax County Park Authority assumes no responsibility for the appraisal of plants and animals offered as gifts to the Authority. No staff member shall offer to estimate the fair market value of plants or animals or reveal the insurance value of similar items for the purpose of establishing a fair market

value for gifts offered or casually brought to the FCPA. No staff member may suggest a monetary value to a donor, or any other member of the public, for any plant or animal for any purpose.

Donors desiring income tax deductions must obtain independent appraisals. Staff may not recommend specific appraisers to a donor, but can refer them to a source, such as retail stores, livestock auctions, or other appropriate source. Should an item offered by a donor be appraised, staff may ask the owner to share the results of the appraisal with the FCPA. This information is considered confidential, and shall be recorded in the permanent files and in the Live Collections database.

6. DEACCESSIONS

Deaccessioning is the formal process of permanently removing accessioned items from permanent collections. There are a number of possible reasons that necessitate initiating this procedure, ranging from changing mission and focus, to refinement of the collection to better fit the mission, to the condition of the objects themselves. The deaccessioning process must be undertaken in a way that is lawful, ethical, transparent, and in full support of the FCPA's mission. All decisions to deaccession plants and animals should be made thoughtfully and with full understanding of their possible ramifications.

Deaccession and disposal of plants and animals can be an involved process and potentially controversial. Deaccession of live plants and animals from the collection must not compromise the FCPA's commitment to protect and preserve natural and cultural resources, to discourage illicit trade in such materials, and to respect the special nature of living organisms.

6.1 CRITERIA

Before a plant or animal is recommended for deaccessioning, all reasonable efforts shall be made to ascertain that FCPA is legally free to do so. The Park Manager in consultation with other appropriate staff may recommend an organism for deaccessioning if no restrictions prohibit the removal of it from the collection, and if one or more of the following criteria are met:

- The plant or animal is not relevant or useful to the stated purposes of the FCPA or is outside the Scope of Collections as stated above.
- The plant or animal has failed to retain its health or authenticity, and has deteriorated beyond usefulness, practicable conservation, or ethical levels of husbandry.
- The plant or animal has died.
- If a plant or animal in collection has health factors to include, but not limited to; disease, injury, age, or behavior that are determined to be untreatable or whose treatment is outside the guidelines listed above, a plant or animal may be euthanized or terminated at the approval of the Park Manager using and consistent with humane and ethical professional practices.
- The plant or animal has been lost or stolen and remains lost for longer than three inventories of the complete collection.
- The plant or animal duplicates other organisms in the collection and is not required by the Scope of Collections as stated above.
- The FCPA lacks the resources to care for the organism properly.

- The plant or animal is found to be hazardous to other organisms in collection or to human health that cannot be mitigated.
- The plant or animal has been found to have been obtained illegally, either by the FCPA or by the donor or vendor, or is determined to not be the specimen originally identified at accession.
- The plant or animal's documentation has been determined to be inaccurate or fraudulent or is missing, lost, or damaged to such a degree that its history as required above cannot be confirmed.
- The plant must be removed and cannot be successfully relocated.

6.2 AUTHORITY AND PROCESS

Each plant and animal must be individually recommended for deaccessioning in writing on the FCPA's *Deaccession and Disposal* form and include the organism's source, estimated market value if appropriate, reason for recommending deaccessioning, and suggested method of removal. The deaccession of plants and animals from the live collection must be approved by the Park Manager with the notification to the RMD Director, where appropriate.

In all other instances the procedure for deaccessioning is as follows:

- The Park Manager in consultation with other appropriate staff recommends an object for deaccessioning.
- RMD Site Operations Manager reviews and approves the recommendation. In cases where appropriate, the recommendation may be forwarded to the Resource Management Division Director for final approval to deaccession the plant or animal.

6.3 DISPOSAL

When an object has been approved for deaccessioning, there are several options available for proper disposal of the materials. The following principles should be used as a guide for disposal.

- When appropriate, organisms must be disposed of following any legal requirements.
- The FCPA does not offer deaccessioned organisms or parts thereof back to donors or their heirs. It does not notify donors or their heirs of the disposition of deaccessioned organisms unless such notice is judged to be critical in maintaining the good will of the donors, for example, the organism is designated as a memorial or honorary plant or animal, and the professional integrity of the FCPA within the community.
- Every effort shall be made to place deaccessioned objects with another park, museum or educational institution by offering them for transfer, exchange, or sale and advertising in appropriate professional media when appropriate, thereby keeping the organisms accessible to the public.
- If no park, museum, or educational institution expresses interest in acquiring the deaccessioned plant or animal through transfer, exchange, or sale, it may be auctioned for sale to the general public. Every effort will be made to ensure the transparency of the transaction.

- No member of the FCPA Board, staff, or their immediate families or representatives may purchase or otherwise acquire any deaccessioned organism without the expressed written permission of the FCPA Director after the review and approval by the RMD Division Director.
- Upon deaccessioning and disposal, all records pertaining to the object are kept, but updated as to their deaccessioned status. In no way are any documents or other records concerning the object disposed of or destroyed unless outlined above. (E.g. general husbandry records.)
- Disposal of live collections through sale, trade, or research activities is solely for the advancement of the FCPA's mission. All proceeds realized from the sale of a deaccessioned plant or animal are placed in the fund account for the park or museum that organism was assigned to and should specifically be designated for acquisitions to or conservation of plants and animals within that site's Live Collection.

6.3.1 PLANT COLLECTIONS

- Healthy plant material that must be deaccessioned and removed and that cannot be reasonably salvaged for further use, donation or sale may be removed and disposed of according to Fairfax County solid waste disposal for landscape materials.

7. LOANS

To augment its interpretive programs, the FCPA may borrow live plants and animals from other public institutions or from private individuals. It may also, under Temporary Custody, accept short-term custody of live plants and animals belonging to others for the purposes of identification, research for the FCPA's reference files, or consideration for acceptance into one of the FCPA's live collections.

Outgoing loans of plants or animals are limited to receipt by educational, interpretive, or scientific institutions**;** service providers such as conservation laboratories or native species research companies**;** and agricultural or horticultural contractors for comparative study or live collections care activities. Loans to private individuals are prohibited, though individual researchers may be permitted to use the live collection at FCPA facilities when following the access guidelines outlined later in this document.

Likewise, recognizing that its own live collection might benefit other museums or selected nonprofit institutions, the FCPA may lend these plants and animals to such parks or nonprofits for purposes directly related to their institutional missions.

All loans, incoming or outgoing are to be entered into the appropriate live collections management database. All loan forms are to be kept on file permanently in the site of origin. Loan files shall include correspondence, certificates of insurance, facilities reports, housing and husbandry information, care instructions, and any other information pertaining to the FCPA's responsibilities toward loaned or borrowed objects.

All loans are proposed by the Park Manager and must be approved by the Director of the Resource Management Division.

7.1 OUTGOING LOANS

7.1.1 GENERAL GUIDELINES

- Requests to borrow organisms from the FCPA's live collections must be made in writing at least one month prior to the scheduled pickup or shipment date.
- The FCPA reserves the right to charge fees to the borrower to cover any or all of the costs associated with the loan, including but not limited to those for research, handling, husbandry, care, photography, condition reporting, and insurance.
- The Park Manager reserves the right to refuse to loan any plants or animals. Examples include plants or animals that are deemed too rare, important for mission, at risk of damage due to loan, valuable, currently used in an exhibition, or are the subject of ongoing research.
- The FCPA will lend no live collections to which it does not have clear title or permits to hold; nor will it lend any plants or animals on loan from other parks, museums, or individuals, without the expressed written permission from the owner or permitting authority.
- The FCPA will execute an Outgoing Loan Form with the borrowing institution that includes a complete inventory of live collections being borrowed along with their insurance values and any specific guidelines for their husbandry.
- The borrowing agency or institution must provide a Standard Facilities Report indicating satisfactory environmental conditions and safety and security provisions in facilities where the borrowed live collections will be received, handled, prepared for exhibit, exhibited, and held prior to return. The borrowing agency or institution may also be required to provide a loan history to the FCPA. The Park Manager reserves the right to refuse to lend objects to any facility deemed unsuitable or unable to protect the organisms properly.
- The borrower agrees that loaned live collections shall not be used for commercial or other revenue-generating purposes without the expressed written authorization from the FCPA.
- The borrowing institution shall NOT make third-party loans.
- The FCPA shall retain the right to recall a loan with 30 day notice or upon request if an organism is determined to be at risk.
- Any exhibition, citation, photograph, or illustration of FCPA loaned live collections shall be credited to the FCPA according to the specifications outlined in the Outgoing Loan Agreement. The Borrower shall provide, without cost, a copy of any publication or report featuring loaned live collections.

7.1.2 INSURANCE

- The borrower must provide a certificate of insurance with all risk, wall-to-wall coverage sufficient for the valuation provided by the FCPA on the loan contract. This valuation shall be consistent with fair market value as far as possible.
- The FCPA must be notified in writing at least fourteen days prior to any cancellation or meaningful change in the borrower's policy. Lapses in coverage, failure to secure insurance, or inaction by the FCPA will not release the borrower from liability for loss or damage.

7.1.3 TRANSPORTATION AND CARE

- When appropriate the FCPA will notify the borrower when the loan has been shipped or transported, identifying the carrier and giving the expected delivery date and time.
- All live collections loaned by the FCPA will be transported in such a way as to ensure their health and safety in transit. Shipping or transportation of plants and animals will be by a carrier approved by the FCPA.
- The FCPA will be credited in all exhibit labeling of borrowed live collections as outlined in the Outgoing Loan Agreement. The FCPA must give permission for any images of the live collections to be used in catalogues, labels, and publicity for the exhibition.

7.1.4 CARE

- All live collections being shipped to a borrower will be clearly marked and accompanied by outgoing condition reports and may include photographs or other documentation as required. (E.g. immunization records)
- The borrower will be expected to maintain the same standards of care and handling as those maintained by the FCPA, and to comply with any special considerations placed upon them in writing by the FCPA. Should the borrower fail to provide proper care and security for the borrowed live collections, or to satisfy the terms of the contract, the FCPA may recall the loan prior to the end of the period specified in the contract.
- Borrowed objects are not to be used as hands-on or demonstration teaching aids unless this use is specifically permitted in the loan contract.
- The borrower will notify the FCPA of any evidence of damage or ill health at the time of receipt of the loan or while the plant or animal is in the borrower's custody.
- The borrower will make no attempt to prune, propagate, or conduct non-routine husbandry care to plants on loan from FCPA unless the loan contract gives expressed written permission to do so.
- The borrower will make no attempt to breed, use for management or operations, or conduct non-routine husbandry to animals on loan from FCPA unless the loan contract gives expressed written permission to do so.
- Access to loaned live collections, beyond exhibition, by individuals shall be restricted by the borrower to qualified personnel, or researchers. Borrower will be responsible for any misconduct by persons interacting with or using loaned items.
- Upon request, a borrower will provide access to loaned live collections for FCPA staff or their representatives during regular hours of operations, unless the health of the plant or animal requires immediate attention.

7.1.5 RETURN

- All borrowed live collections are to be returned on or before the end of the period specified in the loan contract, unless the loan has been renewed in writing for a specified additional period.

- All borrowed live collections are to be returned in the same general condition and shipped or transported in the same or similar manner as when they left the FCPA. They are to be returned by the same or similar carrier, approved by the lender. The borrower will notify the FCPA when the loan has been shipped, identifying the carrier and giving the expected delivery date and time.
- Upon receipt, all returned loans shall be examined and their condition noted on the condition report forms that accompanied the loan. Any changes not already communicated to the FCPA by the borrower will be reported immediately to the borrower and evaluated for possible insurance claim, restitution, explanation, or reporting to proper authorities as appropriate.

7.2 INCOMING LOANS

7.2.1 GENERAL GUIDELINES

- It must be made clear that all incoming loans are made solely in support of the mission and programs of the FCPA.
- All borrowing of objects from parks, museums, or private individuals must be done in such a manner that there is no actual or apparent conflict of interest; nor may the lender imply any enhancement of the value of the borrowed organism by their loan to the FCPA.
- The FCPA will only borrow live plants and animals to which the lender has clear ownership.
- There must be a written loan agreement, signed by the FCPA and the lender, stipulating the purpose and duration of the loan, and containing a complete inventory of all the live collections being borrowed.
- The FCPA will accept no indefinite or permanent loans; renewals for fixed periods may be negotiated with the lender.
- The loan agreement must contain complete contact information for the lender and for anyone acting as the lender's agent in retrieving the plant or animal at the end of the loan period; anyone acting as such agent must have written authorization from the lender. The lender is responsible for informing the FCPA in a timely manner of any changes of ownership or of contact information that affect the loaned organisms.
- The loan agreement will clearly state acceptable uses of the plants and animals and any restrictions.
- The loan agreement will provide guidelines, if any, for the proper use, husbandry, and exhibition of the plants and animals.

7.2.2 INSURANCE

- The loan agreement must clearly state who is responsible for insuring the plant or animal in transit and during its stay at the FCPA. The lender will provide a value for such coverage which shall be the sole amount of recovery payable by insurance in the case of loss or damage. FCPA staff will not place a value on any borrowed plant or animal, nor will the FCPA arrange or pay for an appraisal.

- If the FCPA insures the loan, a certificate of insurance will be provided to the lender.
- If the lenders maintain their own insurance coverage, the FCPA must be named as additional insured under the lender's insurance contract. In addition, the FCPA shall ask that waiver of rights of subrogation be included in the insurance contract.
- Should the lender waive insurance, they must agree in writing to hold the FCPA harmless from any liability for damages to, or loss of, the loaned plant or animal in transit to or from and while at the park or museum site.

7.2.3 TRANSPORTATION AND CARE

- The loan agreement will stipulate who is responsible for costs and manner of packing, shipping, or transportation.
- The FCPA will retain and reuse the original shipping containers and packing materials, where appropriate, for return of the loan. If, in the FCPA's estimation, the packing or transportation methods or materials are not consistent with guidelines, the lender's permission will be sought before substitutions are made.
- The lender will notify the FCPA when the loan has been shipped or is scheduled for transport, identifying the carrier and giving the expected delivery date and time.

7.2.4 CARE

- Each organism must be clearly identified with a written description and an attached number. A photograph or digital image should be included if the plant or animal is part of a collection or multi-item shipment. (E.g. multiple organisms of the same species which could be hard to identify as individuals)
- Each organism must be accompanied by an outgoing condition report from the lender that will be updated by the FCPA upon receipt of the plant or animal and updated on return to the lender.
- The FCPA will give the same or higher standard of care to loaned plants and animals as given to items in its live collection; it will not borrow plants and animals for which it cannot provide adequate care or appropriate exhibition conditions.
- The FCPA will notify the lender immediately of loss, any damage, or change in health to the loaned live collections. Should such issues arise, the FCPA will make no attempt to address the issue beyond standard husbandry and previously issued guidelines of care without the expressed permission of the lender. In exception to this rule, should the condition of the organism constitute a hazard to others in collection or to human health, the FCPA will notify the lender immediately detailing emergency actions taken to mitigate the hazard.

7.2.5 RETURN

- It is the responsibility of the lender or the lender's agent to notify the FCPA in writing, if there is any change in ownership of the plant or animal or if there is a change in the identity or contact information of the lender.
- All possible effort shall be made to return the plants and animals to the lender at the end of the loan period in the manner stipulated in the loan agreement.
- The FCPA will notify the lender when the loan has been shipped or transported, identifying the carrier and giving the expected delivery date and time.
- The FCPA assumes no responsibility to search for a lender who cannot be reached by the contact information of record. If no arrangements for disposition of the lender's property have been made between the termination of the loan and the time period for ownership forfeiture appropriate to the plant or animal, unrestricted title to the property shall be considered transferred to the FCPA. Abandoned live collections will be dealt with according to the laws of the Commonwealth of Virginia and Fairfax County, and the policies of this institution (see below).

8. OBJECTS IN CUSTODY/FOUND IN COLLECTIONS

Plants and animals designated as organisms in custody or found in collections are elements of the collection for which the FCPA is responsible. These may include plants and animals that have been found to be abandoned, unclaimed, or self-propagated and remain without status after attempts to reconcile them. These organisms without clear legal ownership, where appropriate, will be evaluated on a case-by-case basis. Each plant or animal will be assessed to determine whether or not there is any evidence regarding its history of origin, be it a lender or a donor. Next, the plant or animal will be evaluated as to its relevance to FCPA's mission, their physical condition, and their value to the Resource Management Division and the park or museum. A decision will be made as to whether or not to add the plant or animal to the Live Collection. Finally, if the plant or animal is not to be added to the Live Collection, a legal and ethical method of disposal or transfer must be determined.

9. CARE OF COLLECTIONS

9.1 GENERAL GUIDELINES

The FCPA regards the conservation and care of its live collections of the utmost importance. Care of live collections is a continuing responsibility accepted by the FCPA on behalf of the general public. The FCPA shall carry out the legal, ethical, and professional responsibilities required to provide necessary care for all live collections acquired, borrowed, or placed in its possession. Specific guidelines for their use, care, and husbandry is detailed in the Living Collections Procedures Manual.

- The FCPA shall provide information and training opportunities to all staff on the proper care and husbandry of live collections.
- The FCPA will conserve and maintain its live collections according to professional industry standards.

- The FCPA will provide all of its live collections with a secure and stable environment suitable for the maintenance of their physical integrity. This includes the behavioral health of animals.
- The FCPA will maintain adequate work and storage areas, as well as adequate staff levels, to render proper care and husbandry of live collections.
- The staff responsible for live collections care and husbandry will maintain information regarding condition and changes in condition of all Live Collection organisms.
- All conservation actions of live collections, including medical treatments of animals, whether by staff or outside professionals, will be under the direction of the Park Manager and the designated site live collections manager.
- Any use of compounds, chemicals, medicines or other agents for the care of plants or animals in live collection must have the prior approval of the Park Manager or designated staff.
- The environmental conditions of the habitats or exhibition areas will be maintained at the recognized professional industry standards and will be monitored by site staff under the direction of the Park Manager.
- Movement of any organisms within the live collections shall be under the supervision of the Park Manager. Live collection organisms shall not be removed from holding or exhibition areas unless for legitimate reasons as approved by the Park Manager or designated staff.
- Only properly trained paid and volunteer staff or interns should handle live collections unless these actions fall under the guidelines described in the use and access sections.
- Non-approved paid and volunteer staff, board members, interns, and members of the public are not permitted to enter habitat or exhibition storage areas without legitimate reason, nor in the absence of live collections staff, unless by prior permission or in an emergency situation. If they enter designated areas and/or interact with live collections for emergency reasons, they must immediately notify the Park Manager and designated staff on the reasons for and details involved in the interaction.
- Contractors, inspectors, and non-authorized staff whose work requires their presence in live collections storage areas must be accompanied by a designated staff member at all times. If such work requires protection or relocation of live collections, this work must be done by a trained staff member.

9.2 INVENTORY

Limited staff and a busy schedule may make regular comprehensive inventory of the complete live collection impracticable. However, every three years the contents of each site shall be inventoried in their entirety and with support from site staff.

Inventory information in the database is updated whenever plants and animals are handled in the course of regular live collections care and use, comprising a de facto spot check.

9.3 CONSERVATION

- The responsibility for general care and husbandry of live collections is the responsibility of the designated park or museum staff member(s) under the supervision and direction of the Park Manager or designee.
- Detailed directions for the care and husbandry of live plant and animal collections can be found in the Living Collections Procedures Manual.
- No medical or chemical treatment, or other potentially alterative actions shall be performed on borrowed live collections without the expressed written permission of the lender.
- FCPA paid and volunteer staff or interns shall not perform routine medical or chemical treatments to plants and animals in the live collection without prior training and certification, if required, and authorization by the Park Manager and/or their designee.
- Non-routine medical or chemical treatments of plants or animals in the collection may only be performed by trained and certified, if required, staff after authorization by the Park Manager, unless prior permission has been established with designated staff. (E.g. an injured animal needs to be taken to the emergency vet, or a broad based herbicide needs to be applied)
- Any professional hired to treat or care for live collections will be specifically trained, certified, or licensed to perform the actions required. A resume, portfolio, and or references may be required to confirm their expertise to perform the required actions.

10. INSURANCE AND RISK MANAGEMENT

Fairfax County is self-insured. Under this policy a wall-to-wall policy, covering all owned and borrowed live collections on site, off site, and in transit, is maintained. The policy does not require valuation of the live collections, but rather is intended to insure for maximum probable loss.

The Resource Management Division will maintain an up-to-date disaster plan that includes instructions for reporting, responding to, and recovering from any emergency that involves live collections.

The County maintains a disaster recovery contract, meant to respond to any issues related to museum or archaeological collections, archives, and public records held on County property.

11. ACCESS

11.1 CONDITIONS

It is understood by park staff, and shall be made clear to the public, that no use of or activity involving Live Collection objects shall take priority over the care and safety of these collections. Furthermore, any such usage must conform to the agency and park's mission, be ethical and legal, and must respect the integrity of the live collection and the information about them.

In general access to live collections by the public is accomplished through exhibits, public programming, permanent or temporary displays, and loans and exchanges. Further access to the live collections may be provided for research and scholarship opportunities by permission from the Park Manager and RMD Site Operations Manager. The conditions for access to collections are as follows:

- Access to live collections not on open display is by appointment only. Any limitations imposed on access due to conditions, staff availability, the live collection's condition, and security considerations must be imposed equally on all users, including park staff's research. Persons needing to have access are urged to make their requests known to the designee as far in advance as possible.

- The decision to allow access to live collections may depend upon the condition of the collection, the availability of space for the requestor to interact with the collection, and appropriate supervisory staff.

- Registration of all researchers (including those inquiring through the mail, on the phone, or Internet) is required. Registration information must include full name, telephone numbers(s), institutional affiliation, research topic and publication plans. Further information such as resumes, research objectives, relevant data, timetables, and schedules may be necessary based on the scope of the project. Where appropriate researchers will provide proof of permits or proper documentation to work with live collections requiring that type of documentation.

- All non-staff and staff visitors who are not designated as authorized staff to handle or interact with live collections will be accompanied at all times by authorized staff when in live collection habitats or display areas and when working with live collections requiring special permits or training to manage.

- All visitors must sign in and out of live collection habitat or display areas that are not open to the general public on the "Visitor Log" as specified by the Park Manager

- Smoking, drinking, and eating are prohibited in live collection habitat and display areas unless the designated collection manager has authorized the use. Carriers or containers used to house, transport or hold living collections, live or dead plants and animals, and any live organism that is not part of the collection are not allowed in live collection habitat, study, or display areas until deemed disease-free and suitable for display.

- All guidelines and procedures for handling and managing live collection species must be read and signed by ALL live collection users, whether staff or non-staff. These procedures are published separately and may be requested in advance of a visit. A copy of the procedures will also be provided to each user at the time he/she arrives.

- The following conditions may be applied for granting access to live collections for possible use by non-site users and outside researchers:

    - The researcher must agree to abide by any guidelines and procedures in place concerning the live collection.

    - All researchers intending to use information about the live collections, including images of live collection species, must fill out a *Notice of Intent to Publish or Use* form and acknowledge FCPA or the appropriate Commonwealth or Federal Agency as appropriate.

- As a courtesy, two copies of completed research papers, publications, CD-ROMs, screen captures of World Wide Web work, work derived from researching the collections, or anything which contains photographs of objects in the live collections, shall be provided. Copies of formal reports and other published materials shall be provided at the researcher's expense. Copies of drawings, photographs, and other products of research shall be provided at the researcher's expense, except when doing so constitutes an economic burden, in which case the designee can elect to defray or waive the requirement for the researcher to provide the materials.

11.2 RESTRICTIONS

Due to the nature of live collections certain restrictions are necessary.

- The FCPA acknowledges the sensitive nature of the health and care of live collections and will restrict this information from the general visiting public and casual collection user when appropriate.
- The FCPA acknowledges the value of destructive analysis for some forms of research and will consider all legitimate requests of this nature. Such uses cannot be in conflict with curatorial regulations and policies and must be approved by the Resource Management Division Director, the Park Manager.
- The FCPA will not accept live collections that place restrictions or conditions on their use, unless they are approved by the Director of the Resource Management Division.

COMPLIANCE AND UPDATES

Violations of any of the provisions of this policy shall be reported to the Director of the Resource Management Division.

This policy shall be reviewed by the Resource Management Division every five years, or at any time that circumstances warrant.

Updates to this policy shall be presented to the Resource Management Committee of the Fairfax County Park Authority Board for a vote of approval.

Board Agenda Item
March 9, 2016

ACTION

Institutional and Professional Code of Ethics for Museum Operations of the Fairfax County Park Authority

ISSUE: Approval of the Institutional and Professional Code of Ethics for Museum Operations of the Fairfax County Park Authority

RECOMMENDATION:
The Park Authority Director recommends approval of the Institutional and Professional Code of Ethics for Museum Operations of the Fairfax County Park Authority, as per American Alliance of Museums requirements.

TIMING:
Board action is requested on March 9, 2016.

BACKGROUND:
In order to meet the criteria set forth by the American Alliance of Museums, the Institutional and Professional Code of Ethics for Museum Operations of the Fairfax County Park Authority is required to be reviewed and approved. The Institutional and Professional Code of Ethics for Museum Operations was approved in 2001 and only grammatical and format changes were made to the approved document as presented in Attachment 1. The document codifies those practices that all Park Authority staff, researchers and volunteers must agree to and follow.

FISCAL IMPACT:
None

ENCLOSED DOCUMENT:
Attachment 1: Institutional and Professional Code of Ethics for Museum Operations of the Fairfax County Park Authority

STAFF:
Kirk W. Kincannon, Director

Board Agenda Item
March 9, 2016

Aimee L. Vosper, Deputy Director/CBD
Sara Baldwin, Deputy Director/COO
Cindy Walsh, Director, Resource Management Division
Todd Johnson, Director, Park Operations Division
Barbara Nugent, Director, Park Services Division
David Bowden, Director, Planning and Development Division

Fairfax County Park Authority
RESOURCE MANAGEMENT DIVISION
Institutional and Professional Code of Ethics for Museum Operations

The Fairfax County Park Authority (FCPA) is a publicly funded agency, chartered by the Commonwealth of Virginia and created by the Fairfax County government for the purpose of acquiring, protecting, and managing public spaces for present and future generations. The mission of the Resource Management Division (RMD), as an operating division of the Park Authority, is to identify, preserve, and interpret the cultural, natural, and horticultural resources of Fairfax County.

The role of the Resource Management Division is that of responsible stewardship of resources held in the public trust for the County. This responsibility includes the preservation of historic sites, archaeological sites, artifacts, objects, and records, and the use of these resources in accordance with professional practices and standards of scholarship. As stewards of this wealth, we are obligated to advance understanding and appreciation of these resources. Affirming the Mission Statements of the Park Authority and the Resource Management Division, we ensure the prudent application of our resources to protect and maintain the county's heritage to maintain public confidence in the fulfillment of this mission.

Grounded and organized in the tradition of public service and stewardship, the Fairfax County Park Authority's Resource Management Division reaffirms its commitment to responsible public service and stewardship goals for present and future generations. The Fairfax County Park Authority's Resource Management Division accepts this Institutional and Professional Code of Ethics as a framework for professional service. It serves as a supplement to those behavioral guidelines established for all employees in the Employee Handbook, *Code of Ethics* and its associated *Standards of Conduct*.

Governance

The governance of the Fairfax County Park Authority is a responsibility that directs the institution's service to the community. The governing authority protects and enhances the Resource Management Division collections, programs and services and its physical, human and financial resources. It ensures that all these resources support the Fairfax County Park Authority and the Resource Management Division missions, respond to the pluralism of society, and respect the diversity of the natural and cultural commonwealth.

Thus, the governing authorities of the Fairfax County Park Authority and the Resource Management Division ensure that:

- All those who work for or on the behalf of the Resource Management Division understand and support its mission and public trust responsibilities

- All employees and Board members understand and fulfill their trusteeship and act corporately, not as individuals

- The Resource Management Division collections, programs and services and its physical, human and financial resources are protected, developed and maintained in support of Resource Management Division mission

- They are responsive to and represent the interests of their citizenry

- They maintain a relationship with staff in which shared roles are recognized and separate responsibilities are respected

- Working relationships among Fairfax County Park Authority Board Members, employees, and volunteers are based on equity and mutual respect

- Professional standards and practices inform and guide operations

- Policies are articulated and prudent oversight is practiced

- Financial records are maintained in order to manage in a fiscally sound manner as a matter of public trust

- Governance promotes the public good rather than individual financial gain

Collections

The distinctive character of museum ethics derives from the ownership, care and use of objects, artifacts, specimens, and living collections representing Fairfax County's natural and cultural common wealth. Ever conscious that stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility and responsible disposal, the Fairfax County Park Authority's Resource Management Division ensures that:

- All collections activities are directed by Appendix X - Guidelines for Collections Management

- Collections in its custody support its mission and public trust responsibilities

- Priority is given to the care and management of collections, such that collections in its custody are protected, secure, unencumbered, cared for and preserved

- Collections in its custody are lawful held, accounted for, and documented

- Access to the collections and related information is permitted and regulated

- Collections shall not be made available to any individual on any basis for personal use, either on or off the premises, or for any purpose contrary to the adopted collections policies

- Collections shall not be capitalized or treated as financial assets

- Collections shall be acquired, cared for, and interpreted with sensitivity to their cultural and natural origins

- The unique and sensitive nature of human remains and funerary and sacred objects is recognized as the basis of all decisions concerning such collections

- Collections-related activities promote the public good rather than individual financial gain

- The Resource Management Division shall not make purchases of historic objects for acquisition that would result in financial gain for Fairfax County Park Authority Board members or Resource Management Division staff members or volunteers

- No staff member may reproduce objects from Resource Management Division collections for private sale or gain

- No Resource Management Division staff member shall use or disclose to unauthorized persons any confidential information regarding collections as a means of making private profit

- Competing claims of ownership that may be asserted in connection with objects in its custody should be handled openly, seriously, responsively and with respect for the dignity of all parties involved

- Resource Management Division staff members shall always act to preserve the physical and intellectual integrity of their collections

- Fairfax County Park Authority Board members and Resource Management Division staff members are discouraged from collecting privately in competition with the Resource Management Division or in any manner that conflicts with its interests or credibility

- Reproductions, replicas, and copies are permanently marked as facsimiles to avoid confusion with the original

- All employees with direct responsibility for museum collections management have the knowledge, skill, and ability to perform assigned jobs

- A current Museum Collections Emergency Operations Plan identifying actions required for preparedness and response to protect collections and human health and safety under all risks will be maintained

Acquisition and Disposal

- Acquisition, disposal and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials

- Acquisition, disposal and loan activities conform to its mission and public trust responsibilities

- Objects are acquired only if they can be managed according to established policies and standards.

- Only unconditional gifts are accepted unless the FCPA Director makes exception on a case-by-case basis

- Disposal of collections through sale, trade or research activities is solely for the advancement of the Resource Management Division mission

- Collections shall not be deaccessioned or disposed of in order to provide financial support for institutional operations or facilities maintenance

- Proceeds from the sale of nonliving collections shall be used solely for acquisition or direct care and preservation of the permanent collection

- No Fairfax County Park Authority Board member, Resource Management Division staff member, or their immediate families or representatives may acquire any deaccessioned object

Programs

The Fairfax County Park Authority's Resource Management Division serves the community by advancing an understanding and appreciation of its mission to preserve the county's cultural and natural heritage through exhibitions, research, scholarship, publications, and educational activities and services. These programs further the Resource Management Division's mission and are responsive to the concerns, interests and needs of Fairfax County. Thus Fairfax County Park Authority's Resource Management Division ensures that:

- Programs support its mission and public trust responsibilities

- Programs are founded on scholarship and are marked by intellectual integrity

- Programs are accessible and encourage participation of the widest possible audience consistent with the mission and resources

- Programs reflect the cultural context of subject matter and respect pluralistic values, traditions and concerns

- Revenue-producing activities that involve relationships with external entities are compatible with Resource Management Division's mission and support its public trust responsibilities

- Programs do not use collections except as specifically allowed within the institution's collections policy

- Programs support the public good rather than individual gain

- Control of a product (e.g. exhibition, publication, program) shall neither be delegated nor abrogated to outside parties in order to obtain financial support

Interpretation

Interpretation of Fairfax County's natural, cultural and horticultural resources develops intellectual and emotional connections between the public and those resources. The interpretation of the natural and cultural common wealth of Fairfax County is compatible with the mission of Fairfax County Park Authority's Resource Management Division. All interpretation will be designed and implemented in order to further the mission of the Resource Management Division. Cultural and natural interpretation may be presented in a variety of formats. All interpretive activities are responsive to, and serve the needs, concerns, and interests of Fairfax County. Thus the Fairfax County Park Authority's Resource Management Division ensures that:

- All interpretation must be based upon sound scholarship and must accurately reflect the facts as they have been documented

- Interpretation must take special care not to dilute or ignore accuracy and inclusiveness for the sake of public entertainment and popularity

- Interpretation must accurately reflect the context of the subject matter

- No interpretation shall use historic collections in a consumptive manner that is counter to the restrictions and guidelines specified within established policies

- Interpretation promotes the public good rather than individual financial gain

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Board Agenda Item
March 9, 2016

ACTION

Scope Approval – Poplar Ford Park Helping Our Land Heal Project (Sully District)

ISSUE:
Approval of the project scope to plan and implement a Helping Our Land Heal (ecosystem restoration) project at Poplar Ford Park.

RECOMMENDATION:
The Park Authority Director recommends approval of the project scope to plan and implement an ecosystem restoration project at Poplar Ford Park to restore the native vegetation communities.

TIMING:
Board approval of the project scope is requested on March 9, 2016.

BACKGROUND:
The Helping Our Land Heal Program was developed based on the successful work from the Ellanor C. Lawrence Forest Management Pilot Project. The scope works toward achieving Recommended Actions 16 through 19 in the agency-wide Natural Resource Management Plan, complies with the Poplar Ford Park Conceptual Development Plan, and complies with the Sully Woodlands Regional Master Plan.

The goal of the project is to restore self-sustaining native plant communities on approximately 54 acres of Poplar Ford Park. The project will remove non-native invasive vegetation, primarily autumn olive (*Eleagnus umbellata)*, and restore native plant community types identified as Resource Protection Zones in the Poplar Ford Park Conceptual Development Plan. Community types to be restored include approximately 23 acres of Old Field & Meadow, approximately 25 acres of Wet Meadow, and approximately 6 acres of Diabase Forest. The Diabase Forest is identified by the Virginia Natural Heritage Program as a globally and state rare community.

Specific areas proposed for restoration are identified as Priority 1 on the Poplar Ford Management Unit Priorities Map, enclosed as Attachment 2. Any surplus project funds will used to restore additional acreage identified on the map as Priority 2.

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FISCAL IMPACT:
Based on the scope cost estimate, funding in the amount of $276,000 is necessary to conduct the project (Attachment 1). Funding is available in the amount of $276,000 in Fund 300-C30400, Park Bond Construction Fund.

ENCLOSED DOCUMENTS:
Attachment 1: Scope of Work for Poplar Ford Park Helping Our Land Heal Project
Attachment 2: Poplar Ford Management Unit Priorities Map
Attachment 3: Poplar Ford Park Helping Our Land Heal Project Proposed Management Units Existing and Desired Conditions

STAFF:
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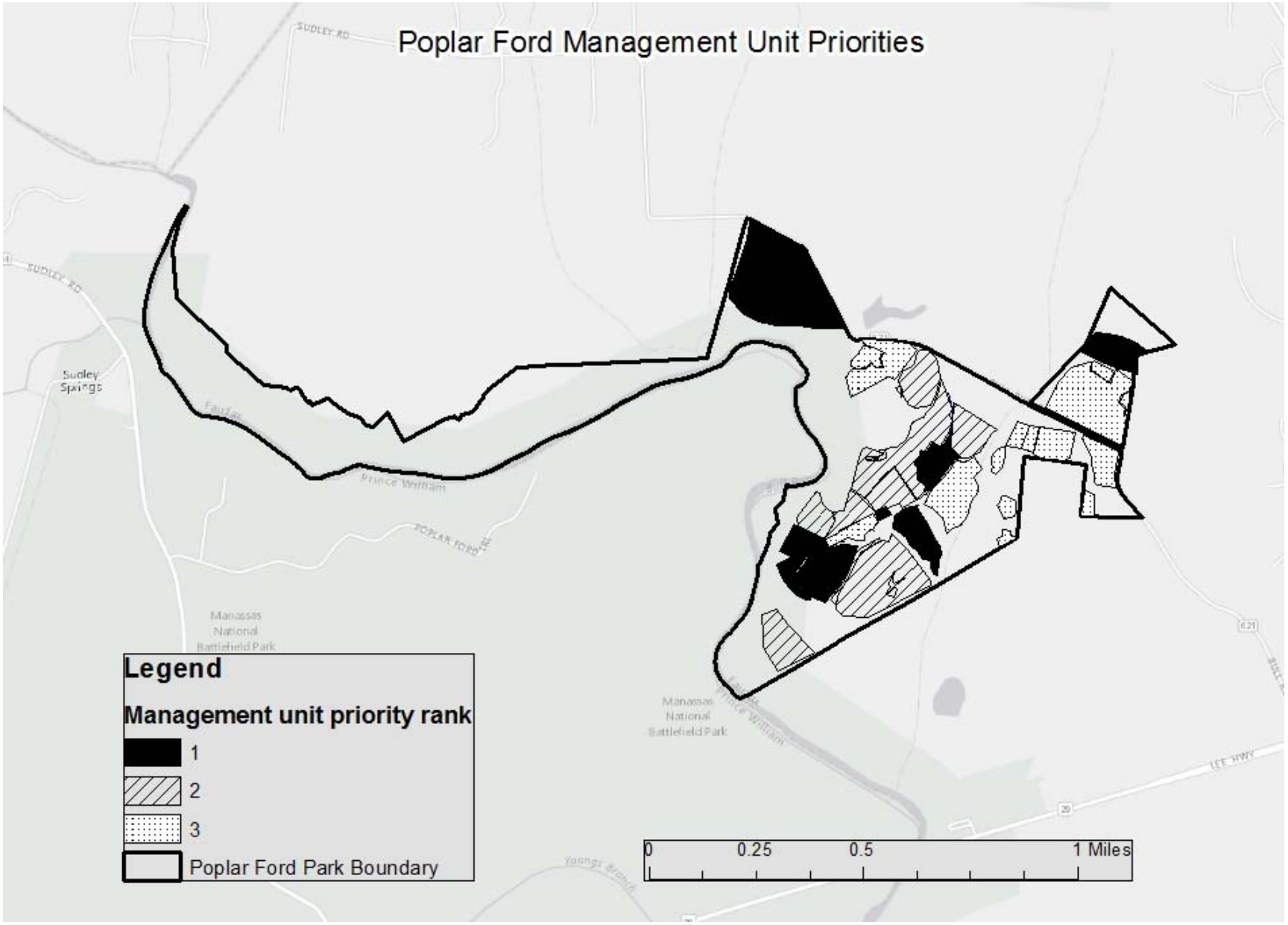
Cindy Walsh, Director, Resource Management Division
Todd Johnson, Director, Park Operations Division
Barbara Nugent, Director, Park Services Division

ATTACHMENT 1

Poplar Ford Park Helping Our Land Heal Project
Scope Cost Estimate

Project Administration	$22,000
Site Design and Planning	$25,000
Implementation, Monitoring and Maintenance, and Close-out	$229,000
Total	**$276,000**


Poplar Ford Management Unit Priorities
SUDLEY RD
Sudley Springs
Prince William
POPLAR FORD RD
Manassas National Battlefield Park
Legend
Management unit priority rank
1
2
3
Poplar Ford Park Boundary
0
0.25
0.5
1 Miles

Poplar Ford Park Helping Our Land Heal Project
Proposed Management Units Existing and Desired Conditions

Old Field Resource Protection Zone

Existing Condition – Mixed olive and overcrowded eastern red cedar stands

Desired Condition – Mixed native grassland and eastern red cedar stands

Meadow Resource Protection Zone

Existing Condition – Non-native grass dominated meadow

Desired Condition – Native grass and wildflower dominated meadow

Wet Meadow Resource Protection Zone

Existing Condition – Non-native tree and shrub encroached wet meadow

Desired Condition – Native grass and wildflower dominated wet meadow

Diabase Forest Resource Protection Zone

Existing Condition – Mid-successional non-native dominated unhealthy forest

Desired Condition – Early successional native dominated forest ready for replanting