

Requested by: Division of Historical Resources
Prepared by: City Clerk's office

RESOLUTION NO. 2020-28

A RESOLUTION OF THE CITY OF VENICE, FLORIDA ADOPTING A COLLECTION POLICY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Venice public works department, division of historical resources has a mission to collect, preserve and interpret historical, ancient, and prehistorical material relating to the City of Venice ("the City") and its neighboring communities; and

WHEREAS, the City wishes to establish rules for accepting, maintaining, and deaccessioning items for future growth of the collection maintained by the division of historical resources.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA, as follows:

SECTION 1. The above Whereas clauses are ratified and confirmed as true and correct.

SECTION 2. The Collection Policy attached hereto as Exhibit "A", is hereby adopted and incorporated by reference as though fully set out in this resolution.

SECTION 3. A copy of the Collection Policy shall be maintained for public use, inspection and examination in the offices of the city clerk and the division of historical resources and will be provided to all users.

SECTION 4. This Resolution shall take effect immediately upon its approval and adoption as required by law.

APPROVED AND ADOPTED AT A REGULAR MEETING OF THE VENICE CITY COUNCIL HELD ON THE 25TH DAY OF AUGUST 2020.

Ron Feinsod, Mayor

ATTEST:

Lori Stelzer, MMC, City Clerk

I, Lori Stelzer, MMC, City Clerk of the City of Venice, Florida, a municipal corporation in Sarasota County, Florida, do hereby certify that the foregoing is a full and complete, true and correct copy of a Resolution duly adopted by the City Council of the City of Venice, Florida, at a meeting thereof duly convened and held on the 25th day of August 2020, a quorum being present.

WITNESS my hand and official seal of said City this 25th day of August 2020.

Lori Stelzer, MMC, City Clerk

(S E A L)

Approved as to form:

Kelly Fernandez, City Attorney



Public Works Department
Division of Historical Resources

Collection Policy

July 2020

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Mission Statement

The mission of the City of Venice Department of Public Works, Division of Historical Resources (VHR) is to collect, preserve and interpret historical, ancient, and prehistorical material relating to the City of Venice and its neighboring communities.

Purpose of the Policy

The purpose of this collection policy is to establish the rules for accepting, maintaining, and deaccessioning items for the future growth of the collection at the VHR. The goal of this policy is to ensure that items in the collection aid the VHR in fulfilling its mission statement to the best of its abilities.

Collection History

The Friends of the Venice Library organized the first Historical Committee when it met in Venice on May 10, 1974. The committee established the historical collection a year later in a closet at the downtown Venice Library branch. In 1976, the name Venice Area Historical Collection was adopted for the collection. The City of Venice established the Venice Historical Committee in 1982. By ordinance in 1987, the City of Venice created the Venice Historical Commission and the position of Director of Historical Resources, a volunteer position at that time. The city's Planning Department provided technical and clerical support for both the commission and the director. The jurisdiction of the commission for the "Venice area" was defined as being from Blackburn Road in Osprey South to Manasota Key.

The Friends of the Library and the City of Venice signed a custody agreement in 1988 for the City of Venice to "maintain custody of all pieces forming a part of the historical collection owned by the Friends of the Library pertaining to the City of Venice and its history." In July 1991, the Venice Area Historical Collection was moved to a storage space on the first floor of the newly renovated City Hall in downtown Venice. That same year, the name of the collection was officially changed to the Venice Archives and Area Historical Collection.

After completion of the relocation and restoration of the Triangle Inn, the City of Venice moved the collection there in September 1996. They then renamed the building and the collection the Venice Museum & Archives in 2012.

Three years later, the City of Venice received a very generous monetary donation by Julia Cousins Laning to help preserve the City's historical collection. In 2017, the City purchased a building across from the Venice Museum at 224 Milan Ave. W. After renovations, the collection moved to the newly named Julia Cousins Laning and Dale Laning Archives & Research Center in October 2019.

Collection Authorities

The VHR curator and collections manager or manager of historical resources, as City of Venice employees, are the only individuals who can formally accept donations for accessioning into the City of Venice's historical collection. The VHR is accountable for having all accessions properly and legally

processed, that catalog information is retrievable, and that collections are handled, cared for, and stored under appropriate environmental conditions to meet current museum standards.

Volunteers, historical groups, and City of Venice board members may not accept donations, receive loaned items, loan collection items, or have repairs or conservation work done to collection items without the approval of the VHR curator and collections manager or manager of historical resources as the City's representative. Collection items on loan (both incoming and outgoing) or sent out for conservation work must have the approval of the curator and collections manager and have the appropriate forms filled out, signed, and logged into the collection database.

Required Qualifications to Accept Items

The VHR collects historic documents, photos, books, textiles, art, and artifacts relating to the City of Venice and its neighboring communities. Items are accepted and collected based on fulfilling the VHR's mission to collect, preserve and interpret historical, ancient, and prehistorical material. Along with fulfilling the VHR mission, the decision to accept donations relies on the understanding, fulfillment, and agreeance by the donor to the following requirements:

1. The donor has clear title. Title to all objects becomes the sole property of the City of Venice and is obtained free and clear for use or future disposition. In cases where the donor does not own the copyright, exceptions may be made, provided the VHR is able to use or reproduce the items for research or educational purposes (fair use).
2. The VHR is able to provide proper storage, protection, and preservation of the objects under conditions that ensure their longevity and usefulness and in keeping with professionally accepted museum standards.
3. The VHR cannot agree to place donated items on display, to keep donated items together as a unit, or to acknowledge publicly a donor with an item used in an exhibit or other purpose. Objects not on display are generally available for in-house research.
4. In general, the VHR will retain a maximum of two identical manmade objects. The VHR will accession other objects in quantities deemed appropriate.
5. VHR staff cannot appraise objects. Should an appraisal be necessary for donor purposes, the donor shall make such arrangements at donor's expense.
6. Decisions regarding the acquisition of objects for the collection will be at the sole discretion of the VHR curator and collections manager or manager of historical resources.
7. Any object(s) approved for the VHR collection must have a signed Deed of Gift form transferring ownership from the donor to the City of Venice. Without this form, the museum does not have ownership of the item and it will not be responsible for the care of the item(s).

Both the curator and collections manager and the manager of historical resources shall approve

new larger acquisitions (more than 100 objects). Any larger collections received without both VHR employees' prior approval will be considered non-museum property and either returned to the owner or discarded.

Items found for sale and deemed an integral need for the VHR by the curator and collections manager or manager of historical resources will be presented to the VHR's friends group, Venice Heritage, Inc. (VHI) for consideration for purchase. If VHI deems this as a necessary need for the VHR collection, they will purchase the items and in turn donate the item(s) to City of Venice with VHI filling out and signing all proper paperwork as the donor.

Items determined by VHR staff for the education collection to enhance an exhibit (prop), used for an educational event, or a hands-on demonstration will be purchased through the VHR annual budget.

Any restrictions requested on donations can only be set at the time of donation and must be approved with a signature by the curator and collections manager.

Collections Stewardship

It is VHR's commitment to manage donated items as set forth in the mission statement. Items will be stored and preserved for future generations and must be beneficial for educational programming, research, and/or historical displays. As a historical repository VHR will follow all standard collections practices set forth by the American Alliance of Museums (AAM) and the American Association for State and Local History (AASLH). VHR will also consider the cost of preservation and storage for every proposed acquisitioned item.

VHR shall label and identify each item, stabilize it for long-term preservation, regularly inventory/monitor it, and document all actions done to the item. The majority of storage for the VHR collection will be at the Julia Cousins Laning and Dale Laning Archives & Research Center (Archives & Research Center) located at 224 Milan Ave. W. Venice, FL.

The VHR collection will be stored in various sections of the Archives & Research Center according to what collection category the artifact falls into: Archival (paper-based), three-dimensional object (wood/metal), clothing (textiles), framed art, special collections (fragile items), ledgers, and library (books).

Documentation and Records

When the VHR receives items for consideration within the collection, it issues a temporary custody receipt to the potential donor. This form does not transfer legal ownership from the owner to the museum but serves as a receipt that items have been left in the care of the museum for review and possible inclusion into the collection by the curator and collections manager. Items dropped off at the museum without a Temporary Custody form or Deed of Gift form filled out will not be considered museum property and returned or discarded.

If a guest has items stored offsite and wants the curator and collections manager to review them, the VHR will ask that a Proposed Donation Form be filled out.

The VHR curator and collections manager will review all items left in temporary custody as proposed donations and determine whether or not they meet the museum's overall mission and collecting criteria. If the items are declined by the curator and collections manager, they will be returned to the owner and a return receipt will be signed and issued.

If accepted, the donor and the curator and collections manager will sign a Deed of Gift form legally transferring ownership. The deed becomes part of the permanent record kept by the City of Venice. The donated items listed in the deed are then accessioned.

All physical collection records will be stored at the Archives & Research Center. Data from these forms will be entered into the VHR museum collection software, along with a photograph of the donated item(s). This information will be backed up weekly both onsite and through the City of Venice's Information Technology (IT) Department.

Deaccession Qualifications

VHR will retain objects in the collection indefinitely, provided they continue to be relevant and useful for the purposes and activities of the VHR and they can be properly stored, preserved, and used.

Deaccessioning of objects may be considered when these conditions no longer exist, or in the interest of improving the collection for the purposes and activities of the VHR.

VHR may only deaccession objects in the collection upon recommendation from the curator and collections manager with approval by the manager of historical resources. At such time, VHR will use best efforts to provide written notification to the donor of the intent to deaccession, via the most recent contact information readily available to the VHR. If the donor cannot be located or within 90 days of mailing the written notification, the donor fails to provide the VHR with written notice of his/her intent to retrieve the objects, the deaccession process will proceed via the following options:

- A. Transfer the objects to a more suitable archival or museum repository.
- B. Discard the objects in accordance with accepted AAM and AASLH professional museum deaccessioning procedures.

An adequate record of the conditions and circumstances for which objects are deaccessioned and disposed of will be made and maintained as part of the collection records of the VHR.

Loans

Periodically the VHR will either take in objects on loan (incoming loan) or will let an institution temporarily display an item from the VHR collection (outgoing loan). For each case, a separate designate loan form must be filled out and signed signifying that both the loaner and loanee understand the loan policies listed below.

Outgoing Loan Policy: A loan of any piece or pieces within any of the VHR collections will only be granted or denied by the VHR curator and collections manager or manager of historical resources. An individual or institutional representative must first fill out an Outgoing Loan form. The VHR curator

and collections manager will review this form and sign off for approval or denial. The VHR curator and collections manager will go over the proper care of the particular item(s) and set a date of return. Once the item(s) is returned, the VHR curator and collections manager will inspect them and a Return of Object form (condition report) with a photograph will be created. Once this is done, it will be noted into the VHR's collection management software and returned to storage. The VHR, through the City of Venice, reserves the right to take legal action on any items that are returned with damage or missing pieces.

Incoming Loan Policy: Only on special circumstances will incoming loans be accepted. This will be at the discretion of the VHR curator and collections manager. The loaner must fill out an Incoming Loan form and be approved by the VHR manager of historical resources. The Incoming Loan form will include the period of time for the loan and any stipulations. VHR must consider storage and preservation when deciding on accepting or not accepting a loan. A Return of Object form (condition report) with a dated photograph will be taken at the time the loan is returned.

Found in Collection/Unclaimed Objects

Both "found in collection" items and "unclaimed objects" refer to a historical object(s) found in the VHR's possession without any proper provenance or documentation. For example, this could be item(s) left at the museum doorstep or item(s) found within the collection that were never properly documented with a signed deed of gift form.

The VHR curator and collections manager will first review "Found in collection/unclaimed object(s)" to consider if the item is acceptable for the collection. If the item(s) is accepted, it will be photographed and cataloged into the VHR's museum collection software, under a specially assigned "found in collection" accession number separate from items within the museum's permanent collection. The item(s) will only be taken out of this group if the original owner is found and a Deed of Gift form is signed allowing the item(s) to be re-entered and re-numbered with a regular accession number in the VHR's permanent collection.

If the item(s) is determined not to fit the mission of the VHR and therefore not accepted into the collection, the VHR will undertake every effort to find the original owner of the object and give the owner the option to repossess the item. If return contact is not made within 90 days or if the original owner cannot be located or is unwilling to retrieve the object, the VHR will consider disposal or transfer of the object(s) set forth in the VHR's deaccession procedures.

For item(s) donated by another City of Venice department to the VHR, a specialized Records Group (RG) or an Objects Group (OG) will be created. Although originated by the City of Venice, a Deed of Gift will be required to be filled out by the donating department to document provenance.