

STEPHEN F. AUSTIN

STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Stone Fort Museum Collections

Policy Number: 5.17

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 10/28/2019

Unit(s) Responsible for Policy Implementation: Provost and Executive Vice President for Academic Affairs

Purpose of Policy (what does it do): This policy provides the guidelines on the way collections are added to the stone fort museum.

Reason for the addition, revision, or deletion (check all that apply):

Scheduled Review Change in law Response to audit finding

Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: No changes.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Academic Affairs Policy Committee

Lorenzo Smith, Provost and Executive Vice President for Academic Affairs

Damon Derrick, General Counsel

Stone Fort Museum Collections

Original Implementation: April 1982

Last Revision: ~~October 28, 2019~~ January 30, 2023

The Stone Fort Museum houses a selective collection of artifacts that the museum's curator determines useful in interpreting the prehistory and history of East Texas prior to 1900. Special emphasis is placed on the Spanish and Mexican periods that began in 1690 with the establishment of the Spanish Mission Tejas and ended with the overthrow of the Mexican government in 1836 by Texas revolutionists.

Permanent Acquisition Policies

1. Objects are added to the collection by means of gifts, bequests, purchases, exchanges, or any transaction by which title to the object passes to the museum. Criteria for acceptance to the permanent collection are the following:
 - Consistency with the museum's focus;
 - A clear title available from the source of acquisition;
 - Adequacy of documentation;
 - Acceptable condition;
 - Ability of the museum to care properly for and use the acquisition;
 - Research potential;
 - Educational, interpretive, and exhibit potential;
 - Intrinsic value associated with important events, individuals, or age and typicality of objects.
2. Potential donors must present evidence of a clear and legal title to any gift, and must complete a "Gift Agreement" form for each donation. Items of questionable provenance or obtained through illicit trade shall not be acquired.
3. In accepting any collection, the museum must acquire any copyright, patent, and/or trademark rights that may legally restrict full use of the acquisition.
4. All donations are tax deductible; however, the museum assumes no responsibility for evaluating donations.
5. All donations become state property and must be outright and unconditional gifts used at the discretion of the museum's curator.
 - The museum does not accept a gift that contains a condition requiring that it be kept intact, exhibited, either temporarily or permanently, or kept permanently.
 - The museum curator reserves the right to restore, reconstruct, refurbish, or repair any part of any gift.

In the event that a gift is tendered but not accepted by the curator, it must be removed from the Stone Fort Museum within thirty (30) days of notification. All items not removed by this deadline will automatically become the property of the museum and will be subject to disposal.

Incoming Loan Policies

1. The museum does not accept artifacts on loan for extended periods. Temporary loans are considered for special exhibits or programming, but only for assigned time periods. An "Incoming Loan Agreement" form must be completed prior to the loan of objects.
2. All material loaned to the museum is subject to collections care procedures governing permanent collections as outlined in the Stone Fort Museum Policy Manual.
3. All loan items must be removed from the Stone Fort Museum on the date stated on the "Incoming Loan Agreement" form. Any item not removed within thirty (30) days of the deadline will automatically become the property of and subject to the policies of the Stone Fort Museum. Under Texas law, property on loan to a museum for fifteen (15) years or more and to which no person has made claim is considered abandoned. Unless an unexpired loan agreement exists to the contrary, abandoned items will become the property of the museum once the museum's curator notifies the lender.

Outgoing Loan Policies

1. The museum loans collection material solely for educational and/or research purposes. Borrowed items remain the property of the museum and may not be claimed, mortgaged, loaned, assigned, used as collateral, or otherwise encumbered by the borrower. The borrower must complete an "Outgoing Loan Agreement" form.
2. The borrower is prohibited from photographing or digitally recording objects on loan without written consent of the curator, and any prints or digital recordings of the loaned material may not be published for any purposes beyond educational use without written consent of the curator.
3. Any use of the loan material will be credited to the Stone Fort Museum, Stephen F. Austin State University.
4. The borrower will exercise all reasonable precautions to protect the loan from damage, loss, destruction, or alteration. The borrower may not glue, pin, punch, drill, tape, nail, tack, or otherwise violate the integrity of the loan, nor may the borrower clean, repair, retouch, or otherwise alter the loan.
5. In the event of damage, loss, alteration, or any other change in the condition of the loan, the borrower must immediately notify the curator in writing. Damage or loss in shipment must be reported to the curator immediately.

Cross Reference: Tex. Prop. Code Ch. 80; Gift Reporting (3.16); Stone Fort Museum Policy Manual

Responsible for Implementation: Provost and Executive Vice President for Academic Affairs

Contact for Revision: Curator of the Stone Fort Museum

Forms: Gift Agreement, Incoming Loan Agreement, Outgoing Loan Agreement (available in the Stone Fort Museum), Report of Gifts Received (available in the Office of Development)

Board Committee Assignment: Academic and Student Affairs Committee

Revision History: October 28, 2019
 November 7, 2016
 January 28, 2014
 October 18, 2010