Gmail

BENJAMIN CRUZ <speaker@senatorbjcruz.com>

MC Fwd: DCA BOT MEETING - 01.30.18

1 message

BENJAMIN CRUZ <speaker@senatorbjcruz.com> Wed, Feb 7, 2018 at 3:59 PM
To: 34th Guam Legislature Clerks <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

02/07/18	02/07/18	Department of Chamorro Affairs	DCA Board of Trustees Meeting - January 30, 2018*	34-18-1508

---------- Forwarded message ----------
From: **Marilyn Reyes** <marilyn.reyes@dca.guam.gov>
Date: Wed, Feb 7, 2018 at 3:35 PM
Subject: DCA BOT MEETING - 01.30.18
To: centralfiles@guam.gov, speaker@senatorbjcruz.com

Håfa Adai,

The Department of Chamorro Affairs is submitting its electronic copy of the monthly Board meeting agenda, approved minutes and other supporting documents for the meeting held on January 30, 2018.

Si Yu'os Ma'åse!

Marilyn Q. Reyes
Administrative Officer
President's Office
Dept. of Chamorro Affairs
Tel: (671) 475-4278/82 Fax: (671) 475-4227

Speaker Benjamin J.F. Cruz

FEB 07 2018

Time: 355 [ ] AM [ ] PM File No. _____

Received By: _____

2018 FEB -7 PM 4:02

OFFICE OF SPEAKER BENJAMIN J.F. CRUZ

Committee on Appropriations and Adjudication

I Mantieniat Kuatro na Liheslaturan Guahan

Guam Congress Building | 163 Chalan Santo Papa | Hagatña, GU 96910

T: (671) 477-2520/1 | F: (671) 477-2522 | www.senatorbjcruz.com

DCA BOT MEETING AGENDA AND OTHER DOCUMENTS - 01.30.18.pdf
3321K

1508

Dipåttamenton I Kaohao Guinahan Chamorro

Department of Chamorro Affairs

Board of Trustees Meeting @ DCA/HRRA Conf. Rm.

Tuesday/January 30, 2018 @ 4pm

Sign in Sheet

Name:	**Signature/Contact#:**
Joseph D. Mcdonald, Chair	
Leonard Iriarte, V Chair	
Maria Vilante, Secretary	
Dina Hernandez	
Vicente Meno	- Absent -
Darlene Taitano	
Beatrice Limtiaco	
Francisco Lizama	
Johnny G. Sablan, President	
Patti Hernandez, DCA	
Marilyn Reyes, DCA	
Nicole Calvo, GM	
Joseph Santos, HRRA	
Jeffrey San Nicolas, CV	

Other Attendees:

DIPÅTTAMEMTON I KAOHAO GUINAHAN CHAMORRO

Department of Chamorro Affairs
Board of Trustees-Regular Meeting DCA/HRRA Conf. Rm.
Tuesday/January 30, 2018 @ 4pm

AGENDA

I. Call to Order *Inifresi*

II. Roll Call of Members

III. Reading/Approval of the Minutes

IV. President's Report
   a) Guam Museum-Nicole Calvo
   b) Chamorro Village-Jeffrey San Nicolas

V. Action Item
   a) Guam Museum Draft Management Collection

VI. Old Business

VII. New Business

VIII. Other Discussion/Announcement

IX. Adjournment

BIBA I TINALAIKAN I SAKKAN!

INIFRESI

Ginen i mås takhelo' gi hinasso-ku
I mås takhalom gi kurason-hu
Yan i mås figo' na nina'siñå-hu,
Hu ufresen maisa yu'
Para bai hu prutehi yan hu difende
I HINENGGE, i KOTTURA, i LENGGUÅHI,
I AIRE, i HANOM, yan i TANO' CHAMORU,
Ni' irensiå-ku direchu ginen as Yu'os Tåta.
Este hu afitma gi hilo' i Bipblia,
Yan i Banderå-hu, i Banderan GUÅHAN.

Department of Chamorro Affairs
Board of Trustees Meeting
Tuesday, December 12, 2017 – 4:00 p.m.
DCA-HRRA Conference Room

I. CALL TO ORDER

There being a quorum, Chairman J. McDonald called meeting to order at 4:31 p.m.

II. ROLL CALL OF MEMBERS

Members Present:
Joseph McDonald (Chair), Maria Vilante (Secretary), Dina Hernandez, Beatrice Limtiaco, and Frank Lizama

Others Present:
Johnny Sablan, DCA President, Nicole Calvo (DCA), Jeffrey San Nicolas (DCA), Patti Hernandez (DCA), and Marilyn Reyes (DCA)

Members Absent:
Leonard Iriarte (Vice-Chair), Darlene Taitano, and Vicente Meno

III. READING AND APPROVAL OF MINUTES

B. Limtiaco motioned to change the adjournment time of 3:00 p.m. on the Board Meeting minutes for November 9, 2017 to the correct time the meeting adjourned; M. Reyes made the necessary corrections and revised the minutes. B. Limtiaco motioned to approve the minutes with other corrections to be made and communicated to. Seconded by member D. Hernandez. MOTION PASSED.

IV. PRESIDENT'S REPORT

DCA President Sablan asked Museum Administrator, N. Calvo to provide a report on the Guam Museum.

N. Calvo reported on the highlights of the Guam Museum. The Product Review Panel met on November and were near completion with the policies and hope that by January 2018 the policies will be adopted for the selection of materials and items to be sold in the museum store.

N. Calvo also reported that the Paul Jacoulet "Vision of Micronesia" exhibit opened on November 9, 2017 and is running through January 14, 2018 which is an extended date due to public demand. Following this exhibit will be the "Treasures of FestPac" which are the donated gifts from various visiting delegations of the Festival of Pacific Arts 2016 to First Lady Christine Calvo which in turn donated the gifts to the Guam Museum. The exhibit will commence on January 25, 2018.

Thirdly, N. Calvo reported that she is applying for a grant through the Guam Preservation Trust (GPT) for the Kosas Kamp that will feature some of our history and culture at the Museum. N. Calvo stated that she is working with mayors from Agaña Heights and Sinajana with their summer programs. Also, she will be working with GPT to do continuing education unit credits for educators on-island who are interested in taking history methods teaching historic places focusing on the district of

Hagåtña for this summer. N. Calvo also mentioned that is their hope to have seventy (70) beneficiaries for the Kamp and seeking funding close to $22,000 with the additional match and in-kind from the museum. N. Calvo asked the Board to approve a resolution to obtain the grant on behalf of the Guam Museum under the Dept. of Chamorro Affairs.

Chamorro Village Manager, J. San Nicolas reported that the number of merchants has dropped recently from 42 to 41 merchants. There are five (5) available shops. Three (3) units are move-in ready and two (2) units require repairs. Repairs are estimated between $2,500 – $10,000.

J. San Nicolas also reported that Chamorro Village (CV) is continuing its collection efforts for the water sub-meters. CV is working with the merchants on payment plans for water consumption between January 2017 – June 2017. CV is giving merchants the opportunity to make full payments by June 2018.

J. San Nicolas reported that the merchant trash collection went into effect on December 1, 2017 and has not seen any issues with the transition. CV is now seeing a savings of $4,300 or $50,000 a year. The savings can be used to much needed improvements, operations, security, pest control, maintenance, and repairs.

J. San Nicolas further added that this month CV had started the "Metkao Kosas yan Fektos" or Hagåtña Flea Market on December 3, 2017 and is open on Sundays thereafter from 5am – 9am. CV has seen an increase in vendor participation and are receiving good compliments on the location such as the concrete structure, the safety of the area and the access to the restrooms. J. San Nicolas also mentioned that CV is working with Marilyn Salas and her farmers group to come out and participate. President Sablan asked J. San Nicolas how many people participated last Sunday. J. San Nicolas reported that last Sunday there were fifteen (15) vendors and the Sunday before that there were ten (10). President Sablan asked how many customers last week and Patti replied between 100-125 customers. J. San Nicolas expressed that the number of customers are not bad as the flea market has only been in operation for only two (2) Sundays. President Sablan asked if the signs at CV are visible. Majority of the Board said yes it can be seen. J. San Nicolas added that the event is also being promoted on-air.

J. San Nicolas mentioned that for the Christmas holidays, there will be Christmas lunch performances at CV. CV is inviting artists that are interested to perform from December 13 – 24, 2017.

President Sablan added that CV had ordered three (3) banners that says "Håfa Adai Maila' Halom" for the tower. The banners will add color and attraction to CV.

D. Hernandez asked J. San Nicolas the time of the performances. J. San Nicolas and President Sablan added that it will be between 11am – 2pm.

F. Lizama asked if the hours can be increased for the flea market and stay as long as they prefer. J. San Nicolas added that he is working with the vendors and hopes to see growth and in demand that perhaps the vendors might want to start earlier or extend their hours and maybe include Saturdays. F. Lizama asked if there are performances and J. San Nicolas replied that it is only vendors. President Sablan asked if anyone can come and sell from their vehicle. J. San Nicolas stated that CV is working on that. As of right now CV is promoting the use of the festival huts. He

also added that the fees start at $5.00 and there are different rates for the huts and the food vendors. For retail vendors, no business license is required. For food vendors, permits and licenses and required. B. Limtiaco asked if the lights are on at 5am when the vendors arrive. J. San Nicolas added that CV is there early to ensure the lights are on and the facilities are ready. He further added that on Sundays, vendors can pay for spots that are available.

F. Lizama expressed that at the festival huts area on Wednesday nights if there is a performance, there is no light. J. San Nicolas mentioned that there is only a band or DJ that plays music.

Lastly, J. San Nicolas reported that the CV financial statements reflect a loss in October due to solid waste payments for three (3) months for the period August – October. Also, there were unforeseen repairs to one of the units as the tiles were cracked. During the time of repairs, the merchant ceased operations for about a month. B. Limtiaco asked if the

V. OLD BUSINESS

No old business.

VI. NEW BUSINESS

Action item – Board Approval on Resolution 2018-01

N. Calvo explained that the Board Resolution will authorize President Sablan as the approving authority for the grant with Guam Preservation Trust. As the approving authority, President Sablan can authorize N. Calvo to execute the grant.

B. Limtiaco moved the motion to approve Resolution 2018-01.
Seconded by D. Hernandez. Motion Passed.

N. Calvo reported that the Draft Collections Management will be emailed or hand-delivered to board members to review and take action on the next board meeting. The Collections Management was prepared by SEARCH and is necessary for the Guam Museum to seek accreditation. The Collections Management is also in line with American Alliance Museums and this is the commission that the Guam Museum would seek its accreditation with.

VII. OTHER DISCUSSION / ANNOUNCEMENT

President Sablan wishes everyone a Merry Christmas. He further added that the Governor would like to see Christmas lights at the Chamorro Village. However, OPA may deem it non-essential item for Chamorro Village. President Sablan asked M. Reyes to further explain. M. Reyes stated that it may have not fit into the goals and missions of CV and the Christmas lights are hard to expense. President Sablan further added that DCA has been requesting from vendors for donation of lights. He also mentioned that CV initiated a decorating contest for the merchants to participate and the winner will be give a prize and that judging is scheduled for Thursday, December 14, 2017. President Sablan asked J. San Nicolas how many have participated and J. San Nicolas said ten (10) merchants have participated.

Chairman J. McDonald asked how much is needed for lights. J. San Nicolas stated that an estimate of $500 will suffice. In his opinion, Chairman J. McDonald stated that OPA can say anything they want and it's up to the Board to decide and can be justified that it entices customers to CV. He goes on to say that it is a basic essential during the holidays and at any other time, it can be taken down. B. Limtiaco asked Chairman J. Mc Donald if he considered it as an essential marketing device. Chairman J. McDonald said definitely beyond belief. B. Limtiaco further commented that putting up holiday lights will invite people to shop for the holidays at the Chamorro Village or the Guam Museum. F. Lizama said he agreed.

President Sablan stated that the board of trustee's ethics training has to be conducted once a year as a requirement. He further added that DCA will be contacting the board members for another training. There was one training that was held a few weeks ago.

President Sablan asked if it requires board approval. Chairman J. McDonald believes that if it is under $500 is not necessary. President Sablan mentioned that DCA will follow the procurement laws. B. Limtiaco asked what is DCA's petty cash amount. M. Reyes stated that DCA does not have one. Chairman J. McDonald asked if the Chamorro Village has petty cash and J. San Nicolas commented that CV does have however it is used for fuel for bush cutters and the vehicle. B. Limtiaco asked how much is the petty cash and J. San Nicolas replied that it is $300 and that is used up quickly. Chairman J. McDonald said to find it.

VIII. ADJOURNMENT

- Member D. Hernandez motioned to adjourn the meeting, seconded by member F. Lizama.
- Chairman J. McDonald ended the meeting at 4:55 p.m.

APPROVED BY:

Joseph McDonald, Chairman
Board of Trustees
Dipåttamenton I Kaohao Guinahan
Chamorro

1/30/18
Date

ATTESTED TO BE TRUE AND CORRECT:

Johnny Sablan
President
Dipåttamenton I Kaohao Guinahan
Chamorro

1/30/18
Date

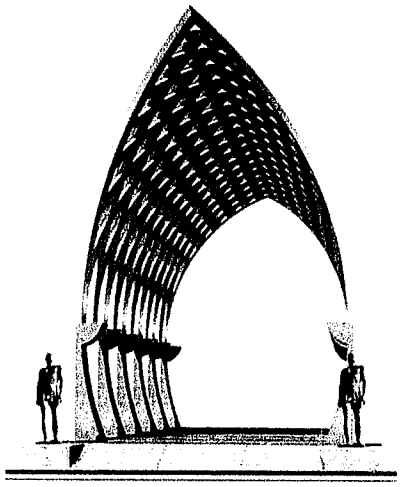
PREPARED BY:

Marilyn Reyes
Administrative Officer
Dipåttamenton I Kaohao Guinahan
Chamorro

1.26.17
Date

GUAM MUSEUM

DRAFT COLLECTIONS MANAGEMENT PLAN



GUAM
MUSEUM

PREPARED BY

SEARCH

SEARCH

JUNE 2017

WWW.SEARCHINC.COM

TABLE OF CONTENTS

Introduction 1
Purpose 1
Mission Statement 1
Vision Statement 1
Museum History 1
Code of Ethics 2
Standards for Professional Conduct 2
Governance 3
Museum Boards and Staff 4
Authority Charts 5
CollectionS Overview 5
Collection Composition 7
Acquisition and Accession 7
General Principles 7
Methods of Acquisition 8
Criteria for Acquisitions 8
Culturally Sensitive Material 9
Authorities 9
Initial Acquisition Review 9
Accepting Objects for Acquisition 9
Documentation 10
Final Acquisitions/Accession Review 10
Review Schedule 10
Procedure for Acquisition 10
Procedure for Accession 11
Procedure for Incoming Object Processing 11
Deaccession and Disposal 12
General Principles 12
Authorities 13
Initial Deaccession Review 13
Final Deaccession and Disposal Decision 13
Review Schedule 14
Methods of Disposal 14
Documentation 14
Criteria for Deaccession 14
Repatriation 15
Destructive Sampling 15
Criteria for Destructive Sampling 15
Disposal Methods 16
Procedure for Deaccession 16
Deaccession and Disposal Records 17

Loans 18
General Principles 18
Insurance 20
Criteria for Lending/Borrowing 20
Clear Title 20
Condition 20
Display Requirements 20
Space Considerations 21
Storage Requirements 21
Commercial Use 21
Costs 21
Authorities 21
Overall Duties 22
Approving Outgoing Loans 22
Documentation 22
Exceptions 22
Outgoing Loan Procedures 22
Procedures for Outgoing Loan Renewal 23
Procedures for Outgoing Loan Return 24
Incoming Loan Procedures 24
Procedures for Incoming Loan Renewal 26
Procedures for Incoming Loan Return 26
Procedures for Unclaimed/Old Loans 27
Research Loans/Destructive Sampling 28
Procedures for Outgoing Research Loans and Destructive Sampling Requests 28
General Issues in Loans 29
Objects in Custody 30
General Principles 30
Procedures for Objects in Custody 31
Temporary Custody (see also Acquisition) 31
Procedures for Receiving Objects for Temporary Custody 32
Authorities 32
Identification and Inventory 32
Documentation 32
Accessioning and Disposal 32
Collections Care 33
Principles of Collections Care 33
Current State of Collections Storage 34
Federal Curation Standards (36 CFR 79) 34
Collections Storage 35
Housekeeping 35
Authorities 36
Supervision 36
Identifying Conservation Needs 36

Maintenance 36
Risk Management and Security 36
General Principles 36
Securing Information 37
Reporting Damage/Theft 38
Authorities 38
Documentation and Inventory 38
General Principles 38
Nomenclature 39
Numbering System 39
General Principles 39
Brief Background 39
Authorities 40
PastPerfect 41
Back-Up Data/Systems 42
Location and Movement Control 42
Inventory 42
Authorities 43
Access and Intellectual Property 43
Criteria for Restrictions 44
Donor 44
Unclear Title 44
Unsound or Dangerous Condition 44
Culturally Sensitive 44
Procedures for Research Access 44
Images 45
Rights and Reproductions 45
Copyright and Trademark 46
Digital, Image, and Copies 46
Review and Revision 46

This page intentionally left blank.

INTRODUCTION

PURPOSE

The Guam Museum's Collection Management Plan (CMP) is intended to establish the necessary policies and guidelines for collections management activities. The CMP represents the legal and ethical responsibilities to collections stewardship summarizing standard procedures and the responsibilities of related personnel.

The Museum's mission statement, vision, and goals serve as a foundation for the development of the CMP. Supplementary materials and forms will aid in the implementation of the CMP.

MISSION STATEMENT

Our mission is to foster a greater understanding of the Chamorro culture and the art, history, and natural environment of Guam.

VISION STATEMENT

We envision a future where all people understand and celebrate Guam's cultural heritage and natural history, and use that knowledge to insure the future. Core values drive an institution strategy and decisions and contribute in a definitive manner to its success. The very culture of the organization is determined by its value and philosophy.

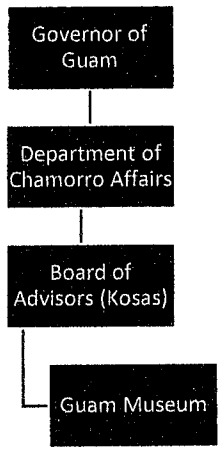
The Guam Museum values and is committed to:

- Programming excellence resulting in inspiration outcomes
- A culture of respect and harmony
- Education as a primary mandate
- Trust and confidence
- Authenticity and respect for knowledge and scholarship
- Honesty, integrity, and the highest professional standards
- Public accountability and operational transparency
- Responsible stewardship of all resources

MUSEUM HISTORY

The Guam Museum was established in 1932 when Governor Edmund Root authorized the use of a small building at the Plaza de España. Originally operated by the American Legion Mid-Pacific

Post 1, the museum would soon undergo several transformations due to historic and natural events.



In 1969, under Governor Manuel L. Guerrero, a public law designated the Guam Museum as the official depository and custodian of Guam artifacts. By 1992, the Guam Museum separated from the Public Library and became a line agency of the government.

In 1999, Public Law 25-69 created the Department of Chamorro Affairs (DCA), and the Guam Museum was incorporated as a division of DCA.

The Guam Museum Foundation was incorporated in 2006. Governor Eddie Calvo directed the building of the new museum to be located in Skinner Plaza and be renamed in honor of former Senator and Museum Director Tony Palomo. Officially named the Senator Antonio M. "Tony" Palomo Guam Museum and Chamorro Educational Facility, the museum currently has more than 250,000 unique artifacts, documents, and photographs in its collections.

CODE OF ETHICS

The Guam Museum recognizes its fiduciary responsibilities towards preserving, educating, and managing the existing and future collections material for the good of the community it serves. The Museum is under ethical obligation to maintain these responsibilities to the highest legal and moral standards.

The Board of Trustees and the Guam Museum staff members shall adhere to a Code of Ethics as outlined below by the American Alliance of Museums and International Council of Museums.

The American Alliance of Museums' Standards Regarding Collections Stewardship[1] and the International Council of Museums' Code of Ethics for Museums[2] serve as guides and basic foundation for the practices prescribed in this Collections Management Plan. It is the Board of Trustees and the Guam Museum staff members' responsibility for implementing these standards. All Guam Museum personnel with duties related to collection material will be expected to acknowledge the standards of ethics and **Standards for Professional Conduct** as outlined below.

STANDARDS FOR PROFESSIONAL CONDUCT

[1] http://www.aam-us.org/resources/ethics-standards-and-best-practices/collections-stewardship
[2] http://icom.museum/fileadmin/user_upload/pdf/Codes/code_ethics2013_eng.pdf

Doc. No. 34GL-18-1508.*

Board members and Museum staff must abide by the standards of professional conduct in regards to the following:

Ownership of intellectual property: The Museum will be mindful of intellectual property rights retained over certain objects. Rights may include Copyright, Privacy Rights, Publicity Rights, and Visual Artists Rights. The Museum expects its Board and staff to recognize state and federal laws regarding these intellectual property rights as it relates to the Museum's collection.

Conflicts of Interest Disclosure: All Museum staff and Board members are expected to fully disclose matters of conflicts of interest as it relates to the Museum collection. A perceived or actual conflict of interest in any capacity related to collections management activities could result in legal or political implications.

Personal Gifts: No Board or Museum staff member will accept personal gifts that may affect an employee's judgment or have reasonable influence that may greatly benefit the gift giver.

Appraisals: Individuals may come to the Guam Museum seeking appraisals and/or identification of personal objects. Staff may not act in the interest of the Museum while appraising objects that may be donated to the Guam Museum. All appraisals shall be done by an independent appraiser.

Outside Employment: The Museum recognizes the mutual benefits from other forms of employment, including writing, consulting, teaching, and lecturing. Outside employment must not put the employee in a position which compromises the Guam Museum's dignity and integrity. These outside duties must not interfere with regular Museum obligations. Some exceptions may include volunteer work. Any Board of Museum staff member choosing to engage in volunteer activities must represent themselves in a manner that does not reflect negatively on the Museum. Volunteers must also fully disclose that their actions or ideas are not representative of the Guam Museum.

Service on Other Boards: Board members may serve on other Boards, but must excuse himself/herself from any activity that may present as a conflict of interest.

GOVERNANCE

The Department of Chamorro Affairs is a branch of the government of Guam representing the Chamorro community, its people, and culture. The Guam Museum falls under the jurisdiction of the Department of Chamorro Affairs, the DCA President, and its Board of Trustees. It is ultimately the Board of Trustees' responsibility to uphold the policies and procedures as outlined by this Collections Management Plan.

Doc. No. 34GL-18-1508.*

The DCA Board of Advisors is entrusted with advising final decisions regarding collections management activities. Objects of significant cultural or monetary value (exceeding $5,000 in estimated appraised value) or of sensitive nature requires the Board of Trustees to officially accept or decline gifts/bequests or deaccession with the guidance and recommendations of the Board of Advisors.

The Curator and Board of Advisors will use best judgement in determining when objects should be presented to the DCA Board of Trustees.

MUSEUM BOARDS AND STAFF

DCA Board of Trustees: Operating under the Department of Chamorro Affairs and overseen by the DCA President, the DCA Board of Trustees serves the Museum in a leadership role when necessary and appropriate. Acquisitions, accessions, deaccessions, or disposals of objects with a monetary value exceeding $5,000 or with significant cultural value will be subjected to examination by the Board of Trustees before issuance of a final approval as proposed by the Board of Advisors.

Board of Advisors (Kosas): The Board of Advisors is a five (5) member board of appointed representatives with an annually appointed Chairperson and Vice Chairperson. The Board of Advisors will be responsible for the discussion, proposals, and decisions of the following activities: acquisitions, accessions, deaccessions, disposals, loans, and other miscellaneous collecting activities. The Board of Advisors will meet at least once a month or in a special session as called upon by the Chairperson. See Guam Public Law 25-69 Section 87136 and 87137 for operational details.

Museum Director: The Museum Director is responsible for daily Museum operations and serves as a liaison between the Museum and the Board of Trustees. The Director is responsible for delegating overall staff and department responsibility to ensure that this policy is properly implemented.

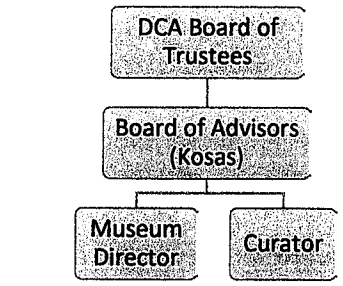
Curator: The Curator is responsible for all initial decisions and review related to collections management activities, and the implementation of all final decisions proposed and approved by the Board of Advisors or the Board of Trustees. The Curator will be responsible for determining the value (monetary or cultural) of objects. This act will determine when objects shall be brought forth to the Board of Trustees regarding specific approvals regarding collections activities.

Docents and Volunteers: Docents and volunteers may be assigned to assist the Curator in collections activities. Volunteers must follow the same standards of ethics as permanent and temporary Museum staff.

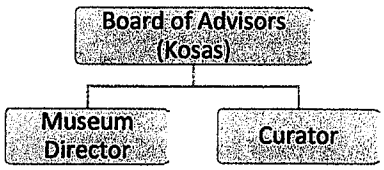
Doc. No. 34GL-18-1508.*

AUTHORITY CHARTS

Acquisition, accession, deaccession, and disposal decisions of objects exceeding $5,000 in monetary value and/or of cultural sensitive material will follow the authority chart. The final decisions and/or veto determined by the Board of Trustees will be enacted under the signature of the Board of Trustees President.



Acquisition, accession, deaccession, and disposal decisions of objects below $5,000 in monetary value will follow the authority chart. The final decisions proposed by the Board of Advisors will be enacted under the signature of the Board of Advisors Chairperson and the Museum Director or Curator.



COLLECTIONS OVERVIEW

The Guam Museum collects, preserves, displays, and interprets collections representing archaeology, natural history, ethnology, history, and art. The Museum's existing collection is best represented by individual categories as outlined below.

Permanent Collection: Objects found in the Museum's collections that are held in the public's trust and support the Museum's mission statement. All objects in the Museum's permanent collection shall be accessioned and held to the highest level of care and integrity. Objects within the Permanent Collection are acquired through donation, bequest, or transfer. All objects acquired for the purpose of entering the Permanent Collection will follow the authorities as outlined above in **Governance** and in the **Acquisition and Accession** section.

Education Collection: Objects that are used for in-house and traveling educational programs that include hands-on, up-close exploration. The Education Collection may travel for educational programs and may not be accessioned, but may be cataloged for tracking purposes. These objects may comprise mostly of reproductions or objects of low monetary or historic value. These objects are not required to adhere to the Museum's mission statement and may not fit within the permanent collection, but hold value in their educational purposes. Objects may be deaccessioned from the permanent collection and transferred into the education collection. Objects may be removed from the educational collection if the piece is irreparable or no longer relevant to the use of the education department. Objects are acquired through donation, bequest, or transfer and may be accepted with the approval of the Curator.

Temporary Collection: Objects that are left in the care of the Museum for a limited period of time. Objects will not be accessioned into the collection and are maintained by standards outlined in specific agreements. These objects may be brought into the Museum through a

means of an incoming loan, research object, or potential permanent collection object. All objects accepted into the Museum with the intention of entering the Temporary Collection will follow the guidelines as outlined in each activity; for example, Outgoing Loans with objects exceeding a monetary value of $5,000 will require the approval from the Museum Director.

*Human Remains: Unmarked human remains uncovered during archaeological excavations and surveys remain temporarily stored with the Guam Museum. Guam Public Law 21-104 enacts the establishment of the Chamorro Shrine, "Nåftan Mañaina-ta," for the reinternment of these remains. The Guam Museum will categorize human remains within the Temporary Collection for the eventual reburial at the behest of the Department of Parks and Recreation.

Depository Collection: Objects owned by the Government of Guam, but held in the care of the Guam Museum. Guam Title 21 Chapter 76, Section § 76212 specifies that "All prehistoric and historic properties shall be returned to the people of Guam, with the Guam Museum serving as the depository for said properties." Elsewhere in Chapter 76, prehistoric and historic properties are defined to include artifacts of potential value. Accordingly, large numbers of artifacts derived from archaeological investigations, conducted in accordance with Guam and Federal cultural resource management requirements, have been deposited to the Guam Museum. These Depository Collections currently account for approximately 70 percent of the volume of materials currently under the jurisdiction of the Guam Museum. The specific types of material included in Museum's Depository Collection include artifacts, latte stones, lusong, soil samples, photographs, field notes, and other documentation of pertinent information. Many of the older Depository Collections have no associated records. Human skeletal material is often included in the materials derived from archaeological investigations, but due to the Guam law requiring the reburial of skeletal material, these collections shall be considered Temporary Collections.

All materials included within the Depository Collection may be curated for research purposes and may be given unique tracking numbers, but are not to be accessioned as part of the Permanent Collection. Specific materials from the Depository Collection may be accessioned into the Permanent Collection based upon their status as unique specimens, display value, or significance. Materials within the Depository Collection will be treated in accordance with the same policies and standards of care as outlined below with exceptions as noted.

The Guam Museum shall establish minimal standards of condition, packaging, and documentation of materials to be accepted into the Depository Collection.

Archival Collection: Records of historical and administrative value to the Museum. These records may include correspondence and memos, minutes, financial records, reports, architectural plans ad blueprints, documentary photographs and negatives, film, audio and videotapes, and publications created by the museum. The Archival Collection also contains a fair amount of acquired records that include papers of individuals or organizations. Some acquired records support the Museum's Permanent Collection adding research value and support to exhibitions and educational programs. The archival collection is currently under the custody of the Guam Museum's Collection Department with the intention of being transferred to an archival division.

COLLECTION COMPOSITION

The following square footage is an approximate representation of each collection category, given that an official estimation cannot be concluded without a detailed assessment of the entire collection and a complete inventory.

- Permanent Collection: 2,000 cubic feet +/- 20 percent
- Education Collection: 10 cubic feet +/- 10 percent
- Temporary and Depository Collection: 3,000 cubic feet +/- 20 percent[3]
- Archival collection: 300 cubic feet +/- 20 percent

ACQUISITION AND ACCESSION

GENERAL PRINCIPLES

Defining Acquisition and Accession: Accessioning is the two-part process for adding objects into the Permanent Collection in which acquisition is (1) the transfer of legal title to the Museum, and (2) the formal acceptance of the object by recording and processing [assigning a number] the object.

The Guam Museum recognizes the importance of acquiring objects for the sake of enriching the Museum's Permanent, Educational, and Archival collections. All objects entering the Museum must follow the **Criteria for Acquisition**. Appropriate steps for acquisitions are described in **Procedures for Acquisitions**.

No object will be accepted by a Museum staff member without signed Temporary Custody Agreement. An unsolicited object physically left at the Guam Museum will be considered abandoned property. See **Objects in Custody**.

Accessioned objects will be under legal care and stewardship of the Museum. The Museum will attempt to bear full ownership and complete title of formally accessioned objects and will exhibit, loan, or dispose of the object as the Museum sees fit under the service of the public. Objects acquired by the Museum will not be used for the purpose or intention of sale, trade, or other means of immediate disposal from the institution.

[3] Estimated data includes Depository Collection

Doc. No. 34GL-18-1508.*

A gift is considered complete when it has the following documentation: Deed of Gift or letter with the intention to donate, physical receipt of the object by the Museum (Incoming Object Receipt or Shipping Receipt), and a letter of acceptance of the gift the Curator to the donor.

METHODS OF ACQUISITION

- Bequest: An object left or given through a transfer of title under the will of a deceased donor.
- Donation/Gift: An object left or given through the transfer of title during the life of the donor.
- Purchase: An object with title obtained through direct purchase, auction, bargain sale, exchange, or commission.
- Conversion: See "Old Loans." Objects that have been abandoned or left unclaimed by owners.
- Deposit: Refers to public property, prehistoric or historic, uncovered during archaeological activities or through other means within the territorial limits of the island of Guam. By law, such property is claimed by the people of Guam for which the Guam Museum acts as a main depository.

CRITERIA FOR ACQUISITIONS

- Relevance: Objects under consideration for acquisition must offer enhancement and be original to the Museum's collection and fit under the Museum's collecting goals and overall institutional vision. Objects that may be a duplicate of other objects currently in the collection must be have justifiable means for acquisition.
- Title and Provenience: Objects must exhibit clear title and provenience. The Museum will not accept any object into the collection if the title or provenience is unestablished or restricted. Clear provenience safeguards the Guam Museum against potentially looted or stolen archaeological material from entry into the Museum. Objects accessioned into the Museum must be able to transfer full title to the Museum unless under special permission by the Museum Director after review from the Board of Advisors.
- Funding: The Museum shall be able to proper provide the funding and resources for appropriate storage, preservation, and exhibit of the object in question. The Curator will be responsible for the estimation of storage needs and costs. A Conservator may be consulted for the estimation of conservator needs and costs. In the event of an acquisition via purchase, the price asked shall be reasonable.
- Condition: The object in review must be in sound, stable condition or not require extensive conservation work in order to maintain its value to the Museum. The object must not pose a hazardous risk to the health of humans or other collections.

Doc. No. 34GL-18-1508.*

- Provenance Research: The Museum must be able to establish ownership by actively researching an object's provenance. Provenance will help establish a historical reference and value of the object.
- No Restrictions: Objects must not have restrictions for its use by the Museum; this includes any copyright or trademark issues. Exceptions may be brought forth to the Board of Advisors with approval from the Museum Director.
- Ramifications: The Museum will not accept objects that may harbor any moral, legal, or ethical implications. The object must not violate any applicable state, national, or international laws or conventions.

CULTURALLY SENSITIVE MATERIAL

The Guam Museum will make every attempt to ethically manage culturally sensitive objects and comply with any or all laws regarding this type of material. Individuals with particular interests in culturally sensitive material may request alternative ways of identifying, storing, exhibiting, or treating sensitive objects in a manner that is respectful to the culture in question. Culturally sensitive material will not be actively sought or acquired.

As stated in **Collections Overview**, human remains will not be accessioned as they will be subject to reburial per Public Law 21-104. Reburials will follow Department of Parks and Recreation General Guidelines for Archaeological Burials.[4]

AUTHORITIES

Initial Acquisition Review

The Curator is responsible for the initial review of the acquired object(s). Both the Director and Curator must agree on the significance and importance of the object's acquisition by means of cultural, educational, research, or social value before presenting to the Board of Advisors. The Curator and Director will complete an Acquisition Review form to initialize a documentation trail and the process of acquisition review before the Board of Advisors.

Accepting Objects for Acquisition

Objects offered by donors may not under any circumstances be accepted by Museum staff members with exceptions to the Curator and/or the Museum Director. If the object appears to have potential value, only the Museum Director and Curator may accept the object on the

[4] https://historicguam.org/PDF/LawsRegsGuides/BurialGuidelines/DPR_EO_89-24_GenGdlnArchBurials_Mar2010_IV_Amd.pdf

Doc. No. 34GL-18-1508.*

grounds of Temporary Custody Agreement. This object will proceed with the steps of acquisition for review through Board of Advisors.

Documentation

The Curator will be responsible for all acquisition and accession documentation, including the creation of an acquisition file, drafting Temporary Custody Agreements, Deed of Gifts, Condition Reports, acceptance letters, assigning temporary and accession numbers to objects, etc. The Curator will do his/her best in marking documentation with appropriate object numbers or lot numbers.

Final Acquisitions/Accession Review

The final decision for accepting an acquisition and recommending an object for accessioning will be approved by the Board of Advisors. The Board of Trustees will oversee the approval of objects requiring special attention due to exceptional financial value or cultural sensitivity.

Review Schedule

It is the Board of Advisors responsibility to review the object(s) recommended for acquisition and accession as presented by the Curator during their monthly meeting. The Board of Trustees will meet to discuss decisions regarding significant acquisitions and accessions as needed.

PROCEDURE FOR ACQUISITION

1. The Curator conducts a curatorial review necessary for the preliminary assessment in the acquisition of an object. The Curator may fill out an Acquisition Review form to assist in the initial evaluation. See **Methods of Acquisition** listed above in **General Principles**.
2. The Curator will notify the potential donor of interest and intent to acquire the object, but will maintain that the final decision for acceptance rests on the Board of Advisors.
3. The potential donor will complete a Donor Questionnaire and may provide a photograph to aid in the initial evaluation.
4. The Curator must be able to justify the significant value and importance of the object's acquisition by means of cultural, educational, or social value.
5. The Curator will begin to organize the object's transportation to the Museum (donors are responsible for all costs of shipping). A Temporary Custody Agreement will be drafted and signed by the donor before physically accepting the object into the Museum. See **Procedures for Receiving Objects for Temporary Custody** for more details.
6. The Curator will be responsible for the creation of an Acquisition file (will later be turned into the Accession file if accepted).
7. A Deed of Gift is also drafted upon the retrieval or reception of the object. The date of the Deed of Gift will suffice as the date of acquisition for documentation.

Doc. No. 34GL-18-1508.*

8. More extensive research on provenance will be conducted on the object and a brief analysis conducted by the Curator for costs for the maintenance of the object (storage, preservation, exhibit needs). Conservators may be consulted to analyze the estimate costs for preservation and conservation if necessary.
9. Curator recommends acquisition to the Board of Advisors by drafting a proposal outlining the justifications behind the decision for recommendation. The Board of Advisors reviews the recommendation based on the **Criteria for Acquisitions.**
10. If the object has been approved for accession, the Curator shall draft a letter of acceptance and send a Deed of Gift to be signed by the donor and sent back to the museum. If the object was acquired as a purchase, warranty of title and indemnification agreement shall be executed. If the object is rejected, the object is returned to the donor.
11. Objects exceeding a determined monetary value or of culturally sensitive material must be approved by the Board of Trustees with appropriate signature from the Board President.
12. Move to process of formal Accession.

PROCEDURE FOR ACCESSION

1. The Acquisition file becomes the Accession file.
2. Any object leaving the Curation lab space shall be subjected to pre-entry activities; see **Procedure for Incoming Object Processing.**
3. The Curator will be responsible for assigning accession numbers using a ledger or spreadsheet for recording all assigned numbers; see **Numbering System.**
4. The Collections Department will gather all gift or purchase documents and record the newly assigned accession number.
5. The Collections Department will catalog the object by entering data into PastPerfect. Most information can be found on an Incoming Object Worksheet, if available.
6. If possible, a printed version of the PastPerfect catalog record for the object will be placed into the Accession file.
7. The accessioned object will be physically labeled and photographed.
8. A photograph of the object will be attached to its catalog record in PastPerfect.
9. The object will be packed for storage and placed in its permanent storage location.
10. Permanent location will be updated into the object record in PastPerfect.
11. The Curator must check the Accession file to ensure compliance to the Collections Management Plan, along with checking all appropriate documentation are in file.

PROCEDURE FOR INCOMING OBJECT PROCESSING

1. Object should be tagged with a temporary number (see **Numbering System**) and date of acquisition, and be inspected for any condition weaknesses (i.e., insect activity, mold, structural damage, etc.)

Doc. No. 34GL-18-1508.*

2. Conduct a full condition report of the item.
3. The Collections Department will take a simple photograph of the front and back or any exceptional detail.
4. Complete cataloging into PastPerfect to record information detailing description, measurements, and materials along with dates and donor information. This may be recorded on a hardcopy if appropriate.
5. Determine best course of action (use of the freezer or the creation of an anoxic environment) prior to introducing the object to other parts of the Museum collection.
    a. Wrap object in plastic and note on clipboard when item entered freezer or placed in isolation
    b. Remove after at least one week
    c. Inspect items again for any noticeable changes
6. Note on worksheet conservation actions taken and dates.

DEACCESSION AND DISPOSAL

GENERAL PRINCIPLES

Defining Deaccession and Disposal: Deaccessioning an object is the formal removal of an object and its title from the Museum's collection. Disposal is the means for which the object is physically removed from the Museum's collection.

The act of deaccessioning and disposing of any object under the care of the Guam Museum is a sensitive and sometimes necessary act. The Guam Museum carefully abides by the procedures for deaccessioning objects as outlined within this Collections Management Plan. It is never the Museum's intended goal to deaccession and dispose of items within the collection, but the Museum recognizes that these actions are necessary to sustain a strong collection for the betterment of the Museum and the collection held in trust.

Objects recommended for deaccession will do so under the harshest scrutiny and must meet one of the justifications as listed under **Criteria for Deaccession**. Objects recommended for deaccession will be allotted a grace period of thirty (30) days between the time of the final deaccession recommendation approved by the Board of Advisors and its confirmed disposal at the following Board of Advisors meeting.

The means of disposal are not limited to **Methods of Disposal** as listed below and may require action outside of the list, but must meet the approval of the Board of Advisors. At the decision of deaccession, if not already approved for a method of disposal, the Curator is responsible for researching and recommending one. Each deaccessioned object must be offered the courtesy of receiving dedicated research into the best means of disposal.

Objects recommended for deaccession and/or disposal exceeding a determined monetary value or of culturally sensitive material must be approved by the Board of Trustees with appropriate signature from the Board President.

Deposited materials may be subjected to disposal by following appropriate statutes and laws regulated by Guam legislature.

As a general rule, the funds retrieved from the deaccession and disposal of any object shall not be used to cover any capital or operating costs. Funds may only be used towards the care or enhancement of the Museum's collection; this may include costs regarding conservation care, purchase of superior objects, storage needs, etc.

The Guam Museum may wish to disclose to the public recent deaccessions to avoid any repercussions. The Museum website is an appropriate means for public disclosure and may include an annual list of objects deaccessioned.

The Guam Museum must do its best to document the entire procedure in the process of deaccession. The Museum will follow the Code of Ethics as outlined by American Alliance of Museums when it comes to all deaccessioning and disposal activity.

AUTHORITIES

Initial Deaccession Review

The Curator is responsible for making the initial recommendation and drafting the means of justification for deaccession. The Curator will be responsible for presenting a proposal to the Board of Advisors outlining the initial recommendation.

Final Deaccession and Disposal Decision

It is the role of the Board of Advisors to unanimously vote in favor for deaccession and disposal approval. The Board of Trustees will oversee the decision to deaccession and dispose of objects requiring special attention due to exceptional financial value or cultural sensitivity.

Doc. No. 34GL-18-1508.*

Review Schedule

It is the Board of Advisors' responsibility to review the object(s) recommended for deaccession as presented by the Curator during their monthly meeting.

If approved for deaccession, the Curator will work towards the process of officially deaccessioning the object(s) from the collection. The Curator will work towards the best method of disposal, which will be presented to the Board of Advisors for approval.

Methods of Disposal

Methods of disposal are to be researched and recommended by the Curator. The Curator is responsible for presenting the recommendation to the Board of Advisors. The Board of Advisors has the power for final approval or rejection of such method. Exceptions include objects of significant value, which require approval from the Board of Trustees.

Documentation

The Curator is responsible for all documentation related to the deaccession and disposal of an object in the Museum. This includes maintaining and updating PastPerfect and hard copy documentation, including the Accession file, to reflect the changes and courses of action determined during the deaccession process.

CRITERIA FOR DEACCESSION

- Irrelevance: The object no longer fits into or is consistent with the Museum's goals, vision, or scope of collection.
- Poor Condition: The object is no longer of good quality and cannot serve its purpose within the Museum's collection, and/or funds cannot be secured to properly store or conserve the object. The benefit of deaccessioning an object in poor condition outweighs the benefit to using funds towards conservation efforts.
- Duplicate: The object is duplicated within the collection to the extent that its value is no longer of any significance. To fit under this criterion, the duplicate of this object must be of superior quality and of equal or greater value.
- Authenticity: The object has been determined to have illegitimate provenance and entered the Museum under false pretense. The object could also have been forged or misrepresented.
- Repatriation/Return to donor: Certain statutes and regulations require that certain property be repatriate or returned to its original owner/donor. This includes any objects that are found to belong to a different collection at a different institution.

Doc. No. 34GL-18-1508.*

- Donor restrictions: The object may have contractual donor restrictions that make the Museum's retention of the object impossible. Should the Museum be unable to comply with these restrictions, the object must be returned to the donor.
- Hazardous: The object presents hazards to the rest of the Museum's collection and/or staff.
- Lost, Stolen, or Unrecovered: Objects that can no longer be physically accounted for whether because they have been lost, stolen, or unrecovered. The Museum must make every attempt to search for any objects declared lost or unrecovered before proceeding with the deaccession process.

REPATRIATION

The Museum will respect Guam law in regards to appropriate repatriation legislation. Objects subjected to repatriation may involve sacred objects or human remains. The Museum will function on a case-by-case basis with objects involved in repatriation activity.

DESTRUCTIVE SAMPLING

Defining Destructive Sampling: Specimens subjected to destructive sampling involves the scientific analysis in which invasive methods are used and may result in destruction or alteration of all or part of the specimen.

The Guam Museum recognizes its role in the research community and submits to appropriate requests for samples for analysis. The Board of Advisors must be consulted on all requests regarding destructive sampling and will have authority to recommend to the Board of Trustees whether to approve or deny requests. Ultimately the Board of Trustees under the signature of the Board President will make the final decision regarding Destructive Sampling.

A Research/Destructive Sample Request form must be completed for any consideration of approval by the Board of Advisors. Once obtained, the Board of Advisors will follow the **Criteria for Destructive Sampling** when deciding on whether to approve requests for Destructive Sampling. All requests must be made at least two (2) months in advance.

CRITERIA FOR DESTRUCTIVE SAMPLING

- The provided research proposal and details, along with the researcher or researching institution, are valid, appropriate, and authentic.
- The methods and techniques proposed for the sampling is the least intrusive and destructive means of obtaining analysis for research purposes.

Doc. No. 34GL-18-1508.*

- The sample can only be obtained by the Guam Museum, and therefore, participation and cooperation by the Museum is necessary.
- The researcher/analyst is qualified and experienced to perform the sampling.
- The amount, size, or weight of the sample requested is necessary to obtain the proposed results. Effects from the destructive sampling will be minimal.
- Assurance that any and all (if available) leftover sampling will be returned to the Guam Museum.
- The likelihood of receiving valuable analytical results from the destructive sampling is high.
- Minimal or no cultural or legal implications from using the requested specimens in Museum custody to destructive sampling.

Museum personnel shall refer to **Loans > Research Loans/Destructive Sampling** for procedures regarding requests for destructive sampling.

DISPOSAL METHODS

- Sale: Direct, private educational sale with another museum, library, or educational institution or through public auction.
- Repatriation: Return to original institution or cultural organization in accordance to law when applicable.
- Transfer Within: Object is moved from the permanent collection to another department (i.e., the education department).
- Exchange: An exchange with another educational organization or similar institution.
- Donation: Given to another museum, library, or educational institution without any expectations of reciprocity.
- Physical Destruction: Only to be a method if the object has deteriorated or damaged to the point beyond repair, is hazardous to people and other objects in the collection, a fake or forged item, is of no monetary or intrinsic value, it may be physically and deliberately destroyed.

PROCEDURE FOR DEACCESSION

1. The Curator determines whether to present an object as a candidate for deaccession following the **Criteria for Deaccession**. The Curator will draft a recommendation citing justification following the criteria for deaccession. The Curator will also search and compile any documentation pertaining to the object including the original method of acquisition.
2. If the object was a donation (excluding bequest), the Curator and Director may choose to inform the donor of its intention to deaccession the object. *This is not a legal necessity,

but may be as a means of courtesy, transparency, and goodwill. If the Museum has proper documentation proving transfer of title and ownership, then the Museum will legally be free from fault.

3. *If the Museum does not have full or clear title of the object, the Museum may need to seek legal counsel for the next appropriate course of action.
4. The Curator will present the object for deaccession to the Board of Advisors. The Board of Advisors will carefully review the recommendation before approving or denying the deaccession. Objects of special interest, as determined above, will require the final decision from the Board of Trustees under the guidance of the Board of Advisors.
5. If rejected for deaccession, the object will be returned to the collection. The Curator will include meeting minutes and/or a memo citing reason behind rejection of deaccession and place inside the object's Accession file.
6. If approved for deaccession, the Curator will begin updating the status into appropriate records. The Curator will update the Accession file to include a memo with all approved deaccession documentation and marking the file as "Deaccession" (if an individual object from a collection has been deaccessioned, mark on the outside which number has been deaccessioned).
7. The Curator will update the record in PastPerfect to reflect a deaccessioned status.
8. After thirty (30) days, the Curator will be responsible for recommending an appropriate method of disposal to propose to the Board of Advisors.
9. If rejected, the Board of Advisors will work to find an alternate to the method of disposal.
10. All decisions must be recorded and maintained by the Curator.
11. All objects deaccessioned may be kept in a running list and posted on the Museum's website at the end of every fiscal year.

DEACCESSION AND DISPOSAL RECORDS

The Guam Museum will be responsible for maintaining and recording all documentation leading up to and finalizing the official deaccession of an object from the collection. A deaccession is finalized by the appropriate signatures of authorized Museum personnel responsible for the decision.

Before deaccession, the Curator will make every effort to document the object; this includes maintaining a photograph(s) of the object for potential future reference.

If an object is sold, the following information must be recorded: date of the sale, sale price, net proceeds, and (if available) any pertinent information related to the sale such as a sale number. The date of transaction and other related information must also be recorded.

All records, physical and electronic, will require status update, including files, log books, PastPerfect, etc., to reflect the deaccession.

Doc. No. 34GL-18-1508.*

Accession files will need to be appropriately marked with "DEACCESSION" and the date for future reference. The following documents should be included in this file, if applicable: correspondence with donor explaining the deaccession justification and process; meeting minutes during review (both for deaccession and disposal); copy of the check from sale; and memo linking the objects purchased using the funds retrieved from the sale of the deaccessioned object.

LOANS

GENERAL PRINCIPLES

Defining loans: Loans are the temporary physical transfer of an object from one institution to a borrowing institution under a mutually agreed contract with conditions pertaining to the transportation, care, and display of said object. A loan is a transfer of responsibility of an object and not a transfer of title or ownership.

The Guam Museum seeks the advancement of knowledge, education, and accessibility through the lending and borrowing of objects to other public institutions. The lending and borrowing program is vital for the enhancement of the Museum's mission and long-term vision to promote Guam's culture heritage and natural history. For this reason, the Museum lends and borrows only for public exhibition, research, and educational purposes. Loans will only be considered for other non-profit museums, education, or cultural institutions with mission and goals similar to those of the Guam Museum. No lending will be approved to individual private citizens or private institutions.

The Museum will follow the Guidelines for Exhibiting Borrowed Objects[5] as outlined by the American Alliance of Museums.

As a general rule, borrowing institutions must be responsible for all costs related to loan activities, including, but not limited to, insurance, packing, and travel arrangements unless otherwise negotiated in the loan agreement.

All loan agreements must have a determined end date. The Guam Museum prohibits loan durations exceeding two (2) years on initial loan agreements. All Incoming and Outgoing Loan Agreements will have the potential for renewal with appropriate authorization from the Museum Director. A borrowing institution may request an extension of a loan agreement with approval dependent on any updated conditions and terms of the existing loan.

The Guam Museum takes responsibility for contacting all lenders and borrowing institutions or individuals of changes in contact information at the Museum. Both parties on a loan agreement are responsible for notifying the other party of any changes in a timely manner to ensure a direct

[5] http://aam-us.org/resources/ethics-standards-and-best-practices/education-and-interpretation

Doc. No. 34GL-18-1508.*

line of communication. The Guam Museum will not sign loan agreements without this stipulation.

Outgoing and Incoming Loan Agreements must be revised and edited to reflect negotiated terms made by the Curator and the borrowing or lending institution. Completed agreements must be signed and approved by the Guam Museum Curator and person of authority from the borrowing institution. The loan agreement terms must represent appropriate collections care, display, and usage while maintaining a predetermined length of time for the loan. No loans will be without a determined end date.

Incoming objects will be rejected if they are perceived to have any negative moral, legal, or ethical implications.

All incoming and outgoing loans must have an initial loan request, either by form or in a written letter form, including information regarding the purpose of the loan, the desired duration of the loan, and locations the loan will be held. For incoming loans, the Guam Museum will submit a request using the appropriate methods as required by the borrowing institution.

All borrowing institutions must complete an Outgoing Loan Request form or request letter within two to six months prior to exhibition start dates and six months to one year for international exhibition start dates. Research and destructive sampling requests must also be submitted two to six months prior to date of anticipated research appointment or collection to garner appropriate permissions.

The Guam Museum will attach a Standard Facility Report (SFR) to potential lending institutions who request one as part of a loan request. The SFR will outline the conditions and environment that borrowed objects will be handled, cared for, stored and displayed in.

The Standard Facility Report must include:

- General Institutional Information
- Geographic References—potential natural hazards
- Staff and Contractor Information
- Building Construction, Configuration and Maintenance—include floor plans
- Environmental Conditions—heating and air conditioning, lighting
- Fire Protection
- Security
- Handling and Packing Standards
- Insurance
- Loan History
- Verification and Responsibility

All publications and caption labeling manufactured by the borrowing institution for the purpose of display and research must be approved by the Guam Museum. The Guam Museum must be credited for the loan of objects. Objects on loan shall not be subjected to conservation treatment, duplication, or any other physical alteration unless negotiated and approved by the Museum's Board of Advisors.

INSURANCE

Insurance is necessary for loans exceeding a determined cultural and monetary value. Insurance may be waived, but must be stipulated in an agreement or in written form. As a lender, the Guam Museum will be responsible for determining "fair market value" of the objects set for loan. It is standard in loan protocol that the borrowing institution bear the costs involved in insuring loans.

The Board of Advisors must review the borrower's insurance coverage in areas of limitation, terrorism, deductibles, exclusions, property insured, policy terms, and terms of cancellation. The borrowing institution must provide the Guam Museum with a certificate of insurance naming the Guam Museum as an additional beneficiary. As a general rule, the Guam Museum will refuse to release the object for loan without a certificate of insurance. Exceptions include private individuals who waive their right to insure the loan and exclude the Guam Museum from any fault resulting in insurable measures.

CRITERIA FOR LENDING/BORROWING

Clear Title

The Museum will only accept or lend objects that have complete title. Gifted objects must follow the arrangements and terms set forth by the donor agreement. The Museum will follow the guidelines of the terms and respect any restrictions within the agreement. Clear title defends against potential implications for objects that may have been stolen, illegally obtained from an archaeological site, illegally exported, or maintained under violation of any laws.

Condition

The Museum accepts and lends objects that are in stable condition that require minimal conservation efforts necessary for display or handling. The objects must be able to stand up to the potential rigors of transportation and travel. Objects that may pose a risk to the safety and health of people and/or other objects will not be considered for lending or borrowing.

Display Requirements

Doc. No. 34GL-18-1508.*

The Museum must consider display requirements for any object requested for loan or borrowing. If a borrowing museum cannot support the display requirements of an object held under the stewardship of the Guam Museum, the loan agreement will either be rejected or terminated. If the Guam Museum is unable to maintain display requirements of a borrowed object, the Museum will return the object to the lending person or institution or terminate the loan request until the requirements can be met.

Space Considerations

The Museum will only accept incoming loans when there is adequate physical space to house the object during processing or during pre-installation. The Museum will hold borrowing institutions to the same regard when it comes to lending objects.

Storage Requirements

The Museum will consider storage requirements for any object requested for loan or borrowing; this includes proper mounting, security, and environmental conditions related to temperature and humidity. As a general rule, the Guam Museum will only loan objects to institutions under the condition that the objects be displayed at all times (not including time for processing-unpacking, condition report, exhibition preparation, and packing). If a borrowing museum cannot support the requirements of an object held under the stewardship of the Guam Museum, the loan agreement will either be rejected or terminated. If the Guam Museum is unable to maintain storage requirements of a borrowed object, the Museum will return the object to the lending person or institution or terminate the loan request until the requirements can be met.

Commercial Use

Loans are made for non-commercial purposes, and the Guam Museum does not accept loans with purposes of commercial endorsement. Short- or long-term storage services will not be provided by the Museum.

Costs

The Guam Museum will extend the courtesy of paying for all loan activities related to incoming loans; this includes, but is not limited to, costs related to packing, couriering, shipping, additional labor, etc. The Museum will also expect borrowing institutions to absorb the costs related to all outgoing loan activities.

AUTHORITIES

Overall Duties

Compliance: It is the duty of all Museum staff to practice and comply with proper loan procedures as drafted in this document. Situations will be dealt on a case-by-case basis regarding non-compliance to the procedures outlined below. The Curator must monitor, discuss, and act on non-compliance of the procedures.

Approving Outgoing Loans

The Curator is responsible for approving outgoing loan requests under a certain cultural and monetary value, any outgoing loans exceeding this value will be brought forth to the Museum Director. This approval must be documented and requires the signatures of the Curator who will serve as the Person of Contact for the duration of the outgoing loan.

Documentation

The Curator is responsible for completing and maintaining all documentation and forms acquired, drafted, and created for the completion of any loan activity. All documentation will be filed for future reference in designated Outgoing and Incoming Loan files.

When objects are removed for the purpose of an outgoing loan, the Collections Department is responsible for documenting removals from storage. Collections staff will be responsible for updating PastPerfect and loan files with appropriate locations and statuses.

Records and research pertaining to mitigating unclaimed and/or old loans must be maintained as a safeguard against potential future claims.

Exceptions

Exceptions regarding any of the loan process must be brought forth to the Board of Advisors. Exceptions will be reviewed on a case-by-case basis at the monthly Board of Advisors meeting.

OUTGOING LOAN PROCEDURES

1. All loan requests will be directed towards the Guam Museum Collections Department, specifically to the Curator. The request must be documented and includes the objects the borrowing institution desires, purpose of the objects while in the possession of the borrowing institution, location of the borrowing institution and/or where the object will be kept, and a Standard Facility Report (SFR) of the borrowing institution and/or any other facility included in the loan.
2. The Collections Department will locate the objects requested for loan to determine whether lending is possible.

Doc. No. 34GL-18-1508.*

3. Loan requests may be denied at this stage if the objects are in the process of conservation, on display, missing/cannot be found, on loan, required for research, and/or if the lending of the objects do not fit under the criteria as listed above.
4. With respect to outgoing loans, the Curator will consider:
    - The borrowing institution's purpose for the objects.
    - Intellectual fit in regards to the Guam Museum's Mission Statement.
    - The borrowing institution's ability to accommodate the objects.
    - Examination of the SFR.
    - The practicality of the loan duration.
    - The resources necessary to facilitate the loan.
    - Appropriate levels of staff members, time, and finances.
    - Any restrictions.
    - Legal issues.
    - Contractual obligations to another borrowing institution.
5. If the loan request is approved, the Curator will prepare the necessary documents for the borrowing institution, including the Outgoing Loan Agreement. If denied, the Curator will draft a letter to submit to the requester outlining means for the loan request rejection.
6. An object of high cultural and/or monetary value will require the approval of the Board of Advisors, an appraisal, and insurance coverage. The Curator will contact the borrowing institution for an insurance certificate for "wall-to-wall" and "all-risk" coverage.
7. Collections staff are responsible for maintaining appropriate documentation during the movement of the objects set for loan including updating the appropriate tracking logs and PastPerfect.
8. The objects packed by the Museum for the purpose of a loan shall be photographed (if a sufficient photograph does not exist in PastPerfect 6.0). The Curator will be responsible for the completion of an updated condition report with a copy sent to the borrowing institution.
9. If the loan requires objects to leave the country and involves international regulations, the borrowing institution is responsible for all paperwork and activities regarding the loaned objects.
10. Objects shipped for loan require some form of written acknowledgement from the borrowing institution validating the reception of the loaned objects.

Procedures for Outgoing Loan Renewal

1. A loan review is necessary for a loan renewal. A documented request is required, stating the purpose of the renewal, extended dates of the loan, and any pertinent information that will or has changed after the duration of the initial loan agreement. These updates may include the use of the objects, condition, insurance, financial budget, credit line, and/or location.
2. The borrowing institution must complete the loan review prior to the presentation to the Board of Advisors for approval or denial of the loan renewal.

Doc. No. 34GL-18-1508.*

3. Upon approval, the Curator will draft a new Outgoing Loan Agreement to represent any the changes, including extended dates, discussed between the Curator and the borrowing institution.

Procedures for Outgoing Loan Return

1. It is the Curator's responsibility to reach out to the borrowing institution with the reminder that the loan period is expiring two (2) weeks prior to the expiration date.
2. Once the objects have been returned to the Guam Museum, they are carefully examined, and an updated condition report is entered into PastPerfect.
3. If the objects show sign of severe damage, the Curator contacts the borrowing institution to insure previous condition and discuss potential insurance compensation (if applicable).
4. All returning objects must go through preventative treatment (as listed in incoming object procedures) before returning back to storage.
5. PastPerfect record entries of the objects on loan shall be updated to maintain a "storage" status when returned to storage.
6. The Curator will maintain and file all necessary correspondence, documents, and forms.

INCOMING LOAN PROCEDURES

1. The Guam Museum's Curator determines what objects to select for a potential loan. Incoming loans must adhere to the **Criteria for Lending/Borrowing,** as listed above.
2. The Curator will draft an official letter of request to the potential lending institution. A copy will be kept for record keeping. The official letter of request will include the following:
    - The objects desired by the Guam Museum.
    - The purpose the objects will have once in the possession of the Museum.
    - The location the Museum intends to keep the objects.
    - The duration of the time the Museum will keep the objects.
    - Notice that the Museum will cover all costs associated with the loan unless specified or decided otherwise by the lending institution.
    - Preferred credit line for labeling if available or necessary.
    - Any pertinent information that may affect the requested objects or requested by the lending institution.
    - The right to cancel and return the loan at any moment.
3. If the potential lending institution has its own procedures regarding requests for loans, the Guam Museum will abide by such procedures and maintain copies in a newly created Incoming Loan file.
4. Upon approval of the desired loan, the Curator will discuss and negotiate terms and conditions of the loan with the lending institution.

5. The Guam Museum requires all lending institutions stipulating the use of its own insurance for loan objects be "wall-to-wall" and "all risk" coverage. If insurance is waived, the Curator must sign an agreement with expressed interest in doing so.
6. The following materials are required before accepting a loan object into custody of the Guam Museum (unless waived):
    - A copy of the insurance policy.
    - A copy of the insurance certificate.
    - Any costs expected to be covered by the Guam Museum.
7. If the lending institution provides the appraisal value for insurance purposes, the Curator will ask for an Appraisal Report be filled and sent to the Museum.
8. If the lending institution offers no appraisal service for insurance purposes, the Curator will meet with the Board of Advisors to research and hire an appraiser.
9. The appointed appraiser must not be affiliated with either the Guam Museum or the borrowing institution in a manner that causes a conflict of interest.
10. Qualified appraisers:
    - Must have proper experience and qualifications to make an insurance appraisal.
    - Will appraise based off fair market value.
    - Submit an Appraisal Report or identical document.
11. Lending institutions that neglect to stipulate any loan terms or agreement contract will result in an **Incoming Loan Agreement** form drafted by the Guam Museum.
12. Once the Incoming Loan Agreement is signed and processed by the Curator, a copy is sent back to the lending institution for its own records. (Process may be dependent on chain of events, signed copies may be sent to the borrowing institution with the request that a copy be sent back.)
13. If the lending institution sends its own loan agreement contract, the Curator will review the document. If the Curator has no objections or concerns to the agreement, he/she will sign and keep a copy of the agreement.
14. Terms to deny renegotiations:
    - Complete communication shutdown with lending institution.
    - The loan period starting date is too soon (must allow a minimum of six [6] months in loan processing and two [2] months minimum before use).
    - Renegotiate terms with the lending institution (if applicable) includes:
        - A new Incoming Loan Agreement form with the new duration date.
        - New scheduled packing and shipping date.
        - Copy of the insurance policy (if using lending institution and dates no longer overlap new loan duration date).
        - A note will be processed about this lending institution for future reference on the tardiness of response and explanation (if applicable).
15. The packing of the loan objects are guided by the Incoming Loan Agreement or the lending institution's loan agreement.
16. If the lending institution requests the use of a specific packing company or staff member of the lending institution, the Guam Museum will comply.

Doc. No. 34GL-18-1508.*

17. If the loan requires the objects to leave a country and involves international regulations, the Guam Museum is responsible for all paperwork and activities regarding the loaned objects.
18. Using the shipping guidelines stipulated on the Incoming Loan Agreement, or the lending institution's loan agreement, the Museum may or may not be responsible for the shipment of the objects.
19. The Guam Museum assigns a temporary number to the object(s). See **Accessions/Acquisitions > Procedure for Incoming Object Processing** for further instruction.
20. The Curator will complete an Incoming Object Receipt, create a copy for retention, and mail the original Incoming Object Receipt to the lending institution.
21. The Curator fills out a Condition Report as soon as the objects are removed from packaging. A copy will be sent to the lending institution.

Procedures for Incoming Loan Renewal

1. The Curator will draft a formal letter requesting a loan renewal with explanations for why and for what reasons and the desired new end date of the loan. A copy is made for Museum files.
2. The Museum will provide an updated Incoming Loan Agreement if no loan extension form is provided by the lending institution.

Procedures for Incoming Loan Return

1. The Curator packs objects to be returned according to the guidelines following the Incoming Loan Agreement instructions received if available.
2. The objects will be shipped according to the guidelines listed on the Incoming Loan Agreement.
3. The Curator will complete a Return Receipt and create a copy for the Guam Museum's own records. The Curator will mail the original Return Receipt to the lending institution.
4. If the lending institution neglects to mail back the Incoming Loan Reminder form, then the Curator contacts the appropriate staff member.
5. If the Curator still has difficulty contacting the lending institution, the **Procedures for Unclaimed Loans** apply (as seen below).
6. The Curator waits for confirmation from the lending institution that the objects have been delivered to the lending institution, in original or good condition, and accompanied with appropriate paperwork.
7. If there are any problems regarding the return of the objects, the Curator will deal accordingly:
   - Object condition problem: discussions will be in the works regarding the insurance policy (depending on whose insurance was used).
   - Missing objects: discussions will be in the works regarding the insurance policy (depending on whose insurance was used).

- Missing paperwork: the Curator will fulfill any requests for any paperwork uncompleted.

8. If there are no problems from the return of the objects, the Curator ensures that all necessary correspondence, documents, and forms are collected and filed.

PROCEDURES FOR UNCLAIMED/OLD LOANS

1. For a loan to be considered unclaimed, attempts of contact must be made to the lending institution by the Curator with unreciprocated communication or response after the expiration of the loan agreement.
2. Methods of contact may include:
    - Incoming Loan Reminder form
    - Written letter
    - Email correspondence
    - Telephone
    - Publication
3. In the case for a private citizen loan, the same applies including the lender's heir if applicable.
4. All attempts of contact must be recorded, documented, and maintained with dates to show that the Guam Museum did its due diligence to contact potential owners.
5. Once a loan agreement has expired, the Museum is under no obligation to fulfill the same level of care as determined in the loan agreement.
6. The objects may be placed in storage at the Curator's discretion.
7. A certain level of basic care must be given to the objects.
8. Following loan agreement guidelines, the Board of Advisors may (but is not legally bound to) attempt to contact the lending institution once more by notifying the decision to terminate the loan.
9. The termination of the loan can be made based on the following:
    - Lending institution has not contacted or acted upon return of its objects after a minimum period of five (5) years beginning from the end of the original loan period written on the loan agreement.
    - Good faith that the Museum has researched all methods and modes of finding ways to contact the lending institution.
10. The Director delivers a final notice of the decision to terminate the loan by mailing to the last known address of the lending institution. The following information shall be included:
    - Name and address of lending institution or private citizen, if known.
    - Description of the objects along with appropriate identifiers (i.e., catalog number).
    - Dates of the loan agreement (beginning and end).
    - The responsible lending staff member's name.
    - The final notice that six (6) months after the notice is sent, if the lending institution does not contact or pick up its objects it is considered consent to the loss of all rights.

Doc. No. 34GL-18-1508.*

- If contact is re-established before the six (6) months are up, the Museum will work with the lending institution to return the objects as soon as possible.
- Final notice will be mailed via certified mail.

11. Once termination of the loan is final, the Museum has full rights to using the objects.
12. Approved loan agreement may stipulate that after six (6) months (or a designated period of time), the objects will be considered unrestricted gifts. See **Procedures for Acquisition** or **Objects in Custody**.
13. Only upon approval from the Board of Trustees, under the guidance of the Board of Advisors, shall the Curator be able to dispose of the objects.
14. A suggested minimum of two (2) years must pass since the termination for any decisions of disposal to be considered.
15. Incoming Loan Agreements will generally cover legal aspects of these unclaimed loans, but the Museum will still practice good faith in determining the best course of action for unclaimed objects.

RESEARCH LOANS/DESTRUCTIVE SAMPLING

Individuals affiliated with another museum, educational, or cultural institution may request a loan for research purposes. Loans for research are only permitted to be conducted in-house and do not require an Outgoing Loan Agreement form, but the completion of Research Request. Loans for use of potential or determined destructive sampling must follow similar guidelines as outlined by the process below.

Procedures for Outgoing Research Loans and Destructive Sampling Requests

Destructive Sampling requests follow the same guidelines as Research Loans with a few exceptions as indicated:

1. For outgoing research loans, researchers must complete a Research/Destructive Sample Request form outlining the use and purpose of the loan/sample two (2) to six (6) months prior to requested date of use. See **Access > Procedures for Research Access** for in-house access to the collection for research purposes.
2. *If the loan is for destructive sampling purposes, the researcher must also indicate justifications for the use of the specific invasive procedure and/or technique on the requested sample(s).
3. The Curator will decide whether to approve or deny the request. The Curator will consider the purpose of the request, ability to locate the objects, the physical condition of the object, potential risks for exposure to other collections or individuals, and the requested date.
4. *For requests regarding Destructive Sampling, the Curator will bring the request to the Board of Advisors who will provide the final approval or denial.

Doc. No. 34GL-18-1508.*

5. Upon the approval of the request, the researcher will be asked to complete a Research Agreement form. The researcher is required to approve and sign the form and return it to the Museum for processing.
6. *For returning research object procedures, follow **Procedures for Outgoing Loan Return**. Destructive Sampling agreements must be amended to recognize that any remaining material from the loaned sample will be returned to the Guam Museum.

GENERAL ISSUES IN LOANS

Unknown Lender: In the rare situation that the Museum does not know who the lending institution or lender is, the Curator shall follow the same procedure for **Unclaimed/Old Loans**.

1. In place of lending institution missing contact information, the Museum will use news publication as its main method of notice.
2. Notice must be printed once a week for three consecutive weeks.
3. Publications must be in at least one major national news source.
4. Notice on the Museum's website is also required.

Damage: If the outgoing loan objects are subjected to damage, the following steps will be taken:

1. A complete condition report and photographs of the damage will be requested.
2. The Board of Advisors will meet to discuss the extent of the damage and whether the objects should be returned.
3. If the Board of Advisors decides to have the objects returned, the following should apply:
    - The Board of Advisors drafts a memorandum to the borrowing institution explaining the return/cancellation of the loan.
    - The Curator contacts the borrowing institution about the decision and necessary plans for the return of the objects.
    - A new date of return must be negotiated.
    - The Curator makes arrangement with the shipping company for the new date of return.
    - Alternative arrangements with the borrowing institution including conservation, repair, and/or a new loan.
4. If the borrowing institution offers to provide conservation treatment or repair to the objects, a member of the Board of Advisors will visit the borrowing institution, or wherever the objects may be. The staff member, likely the Curator, should assess the situation and create a recommendation to the Board of Advisors on whether he/she believes it is in the objects' best interest to go forth with this plan.

Change of information and/or ownership: If ownership of objects change, notification must be made to the borrowing institution, and a new loan agreement drafted to be signed by both parties.

Traveling Exhibitions: Besides following the same procedures for outgoing loans, it is the borrowing institution's duty to inform the Museum of any new information regarding venues and other topics regarding the objects as soon as possible. Any changes need the approval of the Museum from the Curator.

New loans: Borrowing institutions wishing to facilitate a new loan during an ongoing loan should continue to follow the same procedures of a new loan beginning with **Procedures for Outgoing Loan.**

OBJECTS IN CUSTODY

GENERAL PRINCIPLES

Defining Objects in Custody: Objects in Custody may include objects that have been found in the physical custody of the Guam Museum with little or no documentation on how they were acquired. Objects in Custody are typically referred to as "Found in Collection" objects. The Museum also may come across an unsolicited acquisition, which can be considered an "abandoned property" form of Object in Custody.

The Guam Museum will make every attempt to reconcile objects found in custody with appropriate documentation. Objects that are not reconciled will be considered and properly labeled as "Found in Collection." Objects "Found in Collection" will be assumed to belong to the Museum, unless strong evidence suggests otherwise.

The Curator will make every effort to secure documentation related to provenance and decide whether the object is free of restrictions. The Curator will make every effort to research and determine whether the object may be accessioned of disposed without potentially violating the intent of a donor or any prevalent legal regulations.

Objects reconciled with paperwork will receive new accession number to reflect status change. "Found in Collection" objects will be given a "Found in Collection" number separate from other accession numbers—please refer to **Documentation, Inventory–Numbering System.**

Doc. No. 34GL-18-1508.*

The Museum may wish to acquire official titles to "Found in Collection" objects by following Guam laws regarding unclaimed property. The decision to officially receive a title to the "Found in Collection" object will effectively mean future accessioning. The Curator and Board of Advisors must identify the criteria under which the "Found in Collection" object fits under acquisition and accessioning activities. The Museum will not actively seek title for "Found in Collections" objects that meet the **Criteria for Deaccessioning**.

The Museum may wish to dispose of "Found in Collection" objects; these will require unique procedures due to unclear title. Documentation must be filed systematically by identifying any number associated with the object; object must be described to include measurements and basic physical descriptions; photographs taken; a written valuation of the object (monetary, scientific, cultural, historic, etc.); method of disposition; date of disposition; and the steps taken to give public notice to an owner or to locate the owner.

Abandoned property may refer to items left at the Museum without the approval of the Museum Director or the Curator. The Museum must follow any applicable laws when dealing with abandoned or unclaimed property. The Curator will document and make an attempt to return the property back to the donor if the items do not meet standards for acquisition. If the attempt to reunite the items is unsuccessful, the Museum will be permitted to dispose of the items. If the Curator recognizes the abandoned property as a potential acquisition, then the process of official acquisition may begin.

PROCEDURES FOR OBJECTS IN CUSTODY

1. Objects found without any number or record linking to provenance records will be given a "Found in Collection" number—see numbering standards for more detailed information.
2. Research documentation related to registration information.
3. Institutional search for information.
4. Reconcile objects with lost-in-inventory objects
5. Affirm and apply original number, retire tracking number.
6. Remaining objects must go through the proper deaccessioning.
7. Dispose of deaccessioned object with approved method.

TEMPORARY CUSTODY (SEE ALSO ACQUISITION)

Temporary Custody is a form of short-term loan, used when objects are brought in for any purpose.

All objects entering the Museum must be accompanied with a Temporary Custody Agreement. The Museum recognizes its basic responsibility to provide the same level of care available to the

Doc. No. 34GL-18-1508.*

object in temporary custody as its Permanent Collection, unless stipulated otherwise under the agreement.

Objects under temporary custody will receive a temporary number for tracking purposes. See number guidelines for more details.

Objects remaining in the custody of the Museum without appropriate future arrangements after sixty (60) days or beyond terms of the Temporary Custody Agreement will be considered property of the Museum. The Museum will have the right to use or dispose of the objects as seen fit.

PROCEDURES FOR RECEIVING OBJECTS FOR TEMPORARY CUSTODY

Please refer to **Procedure for Incoming Object Processing:**

1. The Curator is responsible for providing a Temporary Custody Agreement; the Agreement must be completed and signed before the acceptance of the objects.
2. The Curator is responsible for assigning a temporary number to the object, unpacking, performing condition report, and tagging the object.
3. PastPerfect database should also be updated to reflect an object in temporary custody.

AUTHORITIES

Identification and Inventory

The Curator and Collections Department are responsible for identifying undocumented objects and making good faith efforts to reconcile objects with documentation related to their original acquisition. See **Inventory** for further details

Documentation

The Curator works to properly document objects that do not have numbers. The Collections Department is responsible for maintaining all documentation created during acquisition or acceptance of objects left in temporary custody. Any documentation created or found during the reconciliation stage of "Objects in Custody" must be filed and maintained.

The Curator takes sole responsibility for drafting and signing off on Temporary Custody Agreements.

Accessioning and Disposal

Doc. No. 34GL-18-1508.*

The Curator will make recommendations to the Board of Advisors based on "Objects in Custody" subjected for accessioning or disposal. The Board of Advisors will have final say in approving accessioning or disposal activities. All objects considered for disposal will be objects that the Board of Advisors has already voted not to accession. Exceptions include objects of significant value requiring final decisions from the Board of Trustees.

COLLECTIONS CARE

The Guam Museum is committed to preserving Guam's rich cultural heritage through all available means. It is the Museum's responsibility to carry out preventative conservation, examination, documentation, research, and essential treatment to objects held in custody.

The Museum will abide by the American Institute for Conservation's "Code of Ethics and Guidelines for Practice."[6]

PRINCIPLES OF COLLECTIONS CARE

By principle, the Guam Museum will make collections care training available whenever necessary under the guidance of the Curator.

To ensure safety of the collection, only trained and authorized staff members and volunteers are allowed to physically handle objects. Object handlers must wear appropriate protection (i.e., cotton or nitrile gloves).

The Collections Staff will use archival safe materials when handling or labeling objects. The Curator will research accepted and approved methods for object labeling, mounting, packing, and handling when necessary.

Any conservation work or activities that will involve altering the physical appearance of an object must be done by a professional conservator.

The Museum will continuously update practices according to best professional museum standards regarding the eight agents of deterioration. These agents are physical forces, fire, water, pollutants and contaminants, light and radiation, incorrect temperature, incorrect relative humidity, and custodial neglect.

All collection items must be stored or displayed in environments with appropriate temperature and relative humidity levels. Objects must not be placed in potential foreseeable harm;, this

[6] http://www.conservation-us.org/docs/default-source/governance/code-of-ethics-and-guidelines-for-practice.pdf?sfvrsn=9

Doc. No. 34GL-18-1508.*

includes not placing objects under sprinkler heads, near glass windows, or on the ground (must be elevated 3 to 6 inches above the floor).

Storage, lab, and/or display spaces must be monitored for environmental conditions and kept at the best possible levels for the safety of objects in care.

Smoking is not permitted inside the building. Live animals and other living-assistance animals will not be allowed within the curation lab, exhibition space, or the storage space. Food and drink is not permitted around areas storing or display objects; exceptions will be staff offices and designated entertaining areas.

Routine monitoring must be conducted during exhibition for objects on display. The Collections Department is responsible for monitoring and recording conditions (and adjusting when necessary) involving mounting, lighting controls, temperature, and relative humidity levels. Controls must be determined by recommendation from a conservator or the Curator.

CURRENT STATE OF COLLECTIONS STORAGE

A large quantity of the Museum's collection and related materials are stored in the DNA building located a few blocks from the Guam Museum. The Museum is tasked with providing its collection with the best possible collections care available. In this regard, the Museum has created new storage space in the Guam Museum building for its collection to meet standards of collections care as outlined in this CMP. As the DNA building is not equipped to maintain these outlined conditions, the Museum staff is tasked to transfer all materials out of this building and into the new storage spaces at the Guam Museum.

The Guam Museum will seek to transfer all materials from the DNA facility into the new Guam Museum building by the end of the year 2017. Priority material and objects include items facing immediate dangers and/or hazards to its physical condition. These priority items face immediate transfer to the Guam Museum Curation Lab for attention.

FEDERAL CURATION STANDARDS (36 CFR 79)

Since the Guam Museum currently has US Department of Defense (DoD) materials in its collection, it is assumed that the museum must comply with the Federal Curation Standards (36 CFR 79). These standards may also be applicable should the Museum borrow, at some future date, materials from DoD or other Federal entities for exhibition. These Federal Curation Standards, alongside those outlined in this CMP, offer a cohesive outline for establishing future, formalized standards for collection care at the Guam Museum. For detail guidance in the standards and procedures regarding Federal Curation Standards, please refer to https://www.nps.gov/archeology/tools/36cfr79.htm.

Doc. No. 34GL-18-1508.*

COLLECTIONS STORAGE

Collections stored within the Museum's Collections Storage spaces will be maintained in secure and climate-controlled conditions.

Temperature levels will stay within 65° and 72° Fahrenheit and 45 to 55 percent relative humidity. Monitoring shall include the use of data loggers, which will be recorded on a monthly basis.

The Collections Department must also routinely monitor storage facilities for light exposure, pollutants and contaminants, pests, and physical building stability for the physical safety of the collections.

All materials used for storage purposes, including, but not limited to, packaging materials, shelving, containers, and cabinetry, must meet professionally accepted standards for collections care.

The Museum will follow and maintain Integrated Pest Management (IPM) practices. IPM involves inspecting and monitoring collections spaces for pest activity, identifying pests and their life cycles through strategically placed traps, maintaining clean collection storage spaces, restricting activities that introduce pests to collections spaces, and taking measures against future pest infestation.

HOUSEKEEPING

Authorized housekeeping personnel must abide by the policies as outlined in **Access**. Housekeeping must be allowed access to ensure maximum level of cleanliness involving, restroom maintenance, waste control, and overall storage cleanliness. Housekeeping personnel will not be authorized to handle objects or perform any cleaning duties unless trained to professional museum standards or authorized by the Curator. Housekeeping activities must be conducted under the supervision of the Curator or designated Collections Department staff or by Museum Security. The Curator will be kept notified or informed of scheduled or designate appropriate for cleaning.

Waste must be disposed of on a weekly basis or when necessary. Waste containing items that may attract pests shall be disposed of immediately. Hazardous waste must also be disposed of immediately with special attention to legal regulations regarding disposal.

Doc. No. 34GL-18-1508.*

AUTHORITIES

Supervision

The Curator is responsible for supervising Museum and outside staff members during any object handling activities at his/her own discretion. The Curator is also responsible for designating "authorized personnel," staff members who are capable of performing collections care duties with minimal to no supervision.

Identifying Conservation Needs

The Collections Department may recommend objects in need of conservation. The Curator will act as liaison between the department and the Board of Advisors, who approves such needs as seen fit. The Collections Department may identify conservation treatments and stabilization that can be done in-house. The Curator will direct and authorize basic treatments and stabilization to ensure the safety of the objects.

Maintenance

The Collections Department is responsible for executing IPM practices, including performing routine inspection, trap placements, recording findings, and taking action against potential pest infestations. The Board of Advisors will discuss overall housekeeping practices and environmental conditions to ensure compliance at scheduled meetings.

RISK MANAGEMENT AND SECURITY

Defining Risk Management: In regards to collections management activities, risk management may include activities involving disaster planning, security and fire systems, facilities maintenance, and integrated pest management.

GENERAL PRINCIPLES

Risk management is a shared responsibility between all departments of the Guam Museum. For the purpose of this document, the principles and policies below will pertain specifically to collections management practices.

The Security and Disaster Plan may need to outline priorities in the collection, determining objects of the highest value (cultural or monetary) to receive priorities in rescue or resources for conservation or protective efforts. The Security and Disaster Plan must include staff members with appropriate clearance or authorization from the Board of Advisors to access collections

Doc. No. 34GL-18-1508.*

storage spaces, collections documentation, and/or support documentation. Please see **Access** policies for more detailed regulations involving this activity.

The Security and Disaster Plan must include:

- The identification of potential risk factors and rate on a scale of risk measurement from minimal, mild, gradual, or severe.
- An outline of authorized personnel and establish a chain of command. This section shall designate specific responsibilities in the event of a disaster or emergency.
- Immediate response and assessment activities involving evacuation plans with the inclusion of floor plans for faster responses. This section may include a selection of collections or objects with high priority statuses.
- Assessment of damage and mitigation plans involving recording efforts and damage. This section might include instructional information on how to initiate immediate care for particular types of materials.
- List of supply checklists and suppliers for easy access to resources in a time of need.
- Resource contacts for specialty services; this may include having a list of conservators on stand-by with a reputation for dealing with emergency services regarding collections care.
- Appropriate record keeping documentation (i.e., forms: damage assessment form/post-disaster form).

SECURING INFORMATION

The creation and maintenance of documentation related to collections management may result in the recording of private and/or sensitive information. Private and/or sensitive information includes, but may not be limited to, personal contact information, personal identifying information, valuation of objects, and other restricted information at the behest of donors and lenders.

The Guam Museum must secure all documents containing any private or sensitive information in a location monitored by security in locked cabinets.

Private and/or sensitive information will not be accessible to the public and will only be accessible to authorized personnel when necessary. The Curator will be responsible for delegating authorized individuals.

Records containing private or sensitive information set for disposal will be shredded to maintain security and privacy.

Information of sensitive nature on PastPerfect will be blocked to certain individuals without authorized access.

REPORTING DAMAGE/THEFT

Any damage or accidents involving harm to objects in the Museum's collection must be recorded. A Damage/Theft Report must be filled and given to the Museum's Curator. Incidences must be reported to the Curator as soon as possible.

In the event of criminal activity and intent, notify law enforcement and do not touch affected objects or scene. The object and scene must be protected from the general public and any unauthorized people.

AUTHORITIES

The Board of Advisors is responsible for selecting objects or collections that may be of value as candidates for higher preventative protections or priority stake over conservation efforts in the event of an emergency.

The Guam Museum is responsible for the collaboration and formulation of the Plan. All departments of the Guam Museum must work together to ensure practices laid out by the Plan are carried out.

DOCUMENTATION AND INVENTORY

GENERAL PRINCIPLES

The Guam Museum is committed to the maintenance of all documentation and records related to its collection activities, and the Museum recognizes maintenance as one of its sole responsibilities regarding collections management.

All records created, obtained, or found related to the acquisition, identification, provenance, condition, location, value (cultural, monetary, or scientific), conservation, exhibition, and publication history in the collection are maintained safely and securely by the Collections Department.

All documentation will be kept in an organized filing system with limited access beyond authorized Collections personnel. Files may be kept among pre-accessioned, accessioned, non-accessioned, deaccessioned, and loan categories.

Documentation and records created or received during the process of any collections activities will not be dispersed or destroyed unless with the permission of the Curator and will only do so sparingly and when necessary.

Doc. No. 34GL-18-1508.*

Documentation regarding monetary value or donor information will be contained under strict security provisions with restricted access. This may include all files regarding accession and loan activity.

The Museum will store hard copies and electronic formats of important records in order to reduce the possibility of documentation loss.

Objects are assigned unique numbers for the purpose of creating and maintaining a direct link to important documentation. It is imperative that the Collections Department keep track of and update documentation when numbers are assigned.

NOMENCLATURE

The Guam Museum will continue to employ Robert G. Chenhall's system for classifying objects. Currently, the Museum's database is outfitted with an outdated version of Nomenclature No.2 for Museum Cataloging.

The Curator is ultimately responsible for identifying unclassified objects and devising the best system for identifying unclassified objects into PastPerfect.

NUMBERING SYSTEM

General Principles

A tripartite numbering system was adopted during the Guam Museum's Pilot Study in February 2017. The Guam Museum will need to devise a long-term numbering system to best identify all types of objects held in custody across all collection types. The numbering systems must be consistent and maintained in order to be effective and long lasting.

Numbers are typically labeled on permanent collection objects and tagged onto objects held in temporary custody. Documentation related to these objects are also marked clearly with the same number for easy identification and access.

The Depository and Archival Collections may maintain individual numbering systems for identification and tracking purposes, but will not be accessioned.

Brief Background

The Guam Museum has used several different methods for numbering and tracking objects in the past that have continued up until the writing of this CMP. These different methods have not

been kept standardized or maintained with documentation on their usage. There is also evidence of numbers on objects with undocumented or unclarified origin.

A ledger was created to maintain the GM numbering system. The ledger appears to document donor information, but does not maintain actual descriptions of the objects acquired or their actual legal status within the museum. These objects have either been labeled with a GM number featuring several numbers after the prefix "GM" or a number featuring another identifying four letter prefix. These GM numbers appear to be accompanied by a second set of prefixes possibly describing types of material, but not necessary a collection. GM numbers appear to represent a whole collection of material entering the museum under one donor or project, but it does not represent individual objects. This numbering system will be overridden and given new accession numbers for streamlined identification and easier entry into PastPerfect.

A tripartite system was devised during the tenure of one former Curator. The accessioning or labeling period was not complete, and a small percentage of the collection appears to use this number. It is assumed that the system was created and used from the years 2011–2015. The Curator in charge of this new number system assigned a few archaeological boxes with a single accession number. This use of the number will be overridden, as the boxes do not indicate the use of a single number and contents inside the box should be given individual accession numbers.

A tripartite model was devised in February 2017 during a Pilot Study. The model aimed to standardize the numbering system and to establish a stronger accountability for the collection. Standards for the renumbering and numbering are outlined below.

Numbers assigned to "Found in Collection" objects were done so for ease and efficiency. The accession lot 2017.003 is designated to identify "Found in Collection" objects during the Pilot Study. A "Found in Collection" folder will be maintained for all related documentation. Because of the quantity of objects, the "Found in Collection" file may require its own file cabinet section. The Curator will be responsible for organizing this documentation for ease and efficiency.

Authorities

The Curator will be responsible for tracking and assigning lot object numbers. The Curator will maintain hard copy ledgers and/or logs for number assignments.

The Collections Department will be responsible for correctly labeling objects with assigned accession numbers. The Collections Department is also responsible for updating all associated documentation and storage containers with correct accession numbers.

Doc. No. 34GL-18-1508.*

Permanent accession numbers should follow the basic convention:

1. First number indicates the year the object is accessioned, ex: **2017**
2. Second number indicates the sequence of the acceptance of the object(s) accepted into the Museum's Permanent Collection, ex: 2017.**1**
3. Third number represents the number from which the object lies within the collection being accepted into the Museum's Permanent Collection, ex: 2017.1.**1** to 2017.1.**4**

Temporary numbers will follow the same accession number format, but with the prefix "T," ex: **T**2017.1.1.

1. First number indicates the current year, ex: **2017**
2. Second number indicates the sequence the objects are entering the Museum's custody, ex: 2017.**1**
3. Third number represents the number from which the object lies within the collection entering the Museum's custody, ex: 2017.1.**1** to 2017.1.**4**

Loan numbers will also follow the same accession number format but with the prefix "L," ex: **L**2017.1.1. Loan numbers are assigned to incoming objects entering the Guam Museum for the purpose of a loan.

1. First number indicates the current year of the loan, ex: **2017**
2. Second number indicates the sequence of the loan entering the Museum's custody, ex: 2017.**1**
3. Third number represents the number from which the loaned objects lies within the collection entering the Museum's custody, ex: 2017.1.**1** to 2017.1.**4**

PastPerfect

The Guam Museum currently uses PastPerfect 6.0 as its main collections management system for documenting accessioned works. The Curator is responsible for maintaining and updating information with support from the Collections Department. Only authorized personnel is allowed to make changes into the system with permission from the Curator, who will act as the responsible agent for all actions taken within the system to maintain quality and intellectual control.

Volunteers, interns, and temporary staff members assigned to the task of updating information into PastPerfect must do so with limited access. PastPerfect and other methods of digital containment will retain certain restrictions regarding access to private personal information and/or other confidential information, such as financial information, storage locations, and security systems.

Doc. No. 34GL-18-1508.*

PastPerfect will be the main database system for cataloging and tracking objects. It is the ultimate goal to have the entire Museum collection cataloged into the system. A complete catalog record will include an accession number, object identification, object title and description, measurements, condition reports, locations, provenance and/or provenience information, and accompanying images.

The Guam Museum has experienced a backlog in data entry of all objects and cataloging information. The Museum will work on prioritizing objects to be entered into the database. The Curator may decide to enter information chronologically, with objects with appropriate documentation accessioned recently first and working backwards while reconciling information.

Back-Up Data/Systems

The Curator will be responsible for ensuring that all data regarding PastPerfect and other important digital documents, records, and/or spreadsheets be backed up at least once a month to maintain the data is secure and safe.

Location and Movement Control

The Guam Museum is responsible for accounting for and tracking objects in its collection. Location and movement controls allow the Guam Museum to quickly search for objects and reduces the likelihood of misplaced, lost, or stolen objects.

The Curator is responsible for maintaining a system for tracking and recording locations for objects and related material. The Collections Department will use PastPerfect and hard copy logs to record locations and movements of all objects left in the Museum's care.

Inventory

The Collections Department is committed to maintaining accountability and preservation of the Museum's collection; one of the most important ways for this is through regular inventory. Inventories allow the institution to focus resources on individual areas in need and utilize resources more efficiently and effectively.

Inventory will allow the Collections staff to document areas of the collection that need conservation treatment, that are missing or lost, are undocumented but held in custody, need to be returned to donors, that are potential objects of value, and that are deemed missing, lost, or stolen that are now found.

The ultimate goal towards regular inventories is the ability to provide current information on each object, location, status, and condition. The Curator is responsible for prioritizing needs and drafting recommendations before the Board of Advisors drawn from results of the inventories.

Doc. No. 34GL-18-1508.*

The Guam Museum shall do its best to perform a complete inventory and document the location of every object that is or should be in the Museum's custody. After the completion of an inventory, the Museum will participate in a partial or random inventory, selecting samples of the collection to inventory without using up resources and means required for a complete inventory.

A proper inventory will include accession or unique museum numbers, unique identifying information about an object, current locations, staff initials of who completed the inventory and dates of when it was completed, brief condition assessment, image capture when necessary, dimensions, and potential storage or conservation needs.

Authorities

Scheduling: Curators are responsible for scheduling regular inventories and providing standards. The Collections Department will work together to perform these inventories and record findings. The Curator is also responsible for scheduling the use of PastPerfect among the Collections staff.

Maintenance: The Collections Department will be responsible for collecting, filing, and securing all pertinent documentation. The Collections Department will also be responsible for appropriate use of PastPerfect.

ACCESS AND INTELLECTUAL PROPERTY

Defining Access: Access may be referred to the physical use and limitations to use of the Museum's collections and related information.

Defining Intellectual Property: Intellectual Property refers to the legal rights to original inventions, ideas, or objects. These rights may hinder or allow certain public use of said inventions, ideas, or objects.

It is imperative that the Guam Museum allow specific appropriate and necessary access in order to uphold the Museum's mission statement and values. The Museum recognizes its authority as a holder and user of intellectual property rights that comes along with holding a diverse collection in public trust. The Museum seeks to advocate and promote education through the means of access to its collection.

The Guam Museum's Collections Department controls all access to its collection, from the outside public to researchers and other Museum employees. Access is controlled through means of authorized use and protects against damage, loss, and theft.

The Curator is responsible for fielding reproductions and publication requests. The Curator shall research restrictions and make a recommendation for approval with the Board of Advisors, whether the request serves the best interest of the Museum and its community. The Museum

Doc. No. 34GL-18-1508.*

must do its due diligence in determining the appropriate status regarding copyright and reproduction rights. Full credit must be given when stated and all property under the title of the Guam Museum will be retained in written form as well, which includes objects on loan or for publication purposes.

The Guam Museum will make decisions regarding access to objects in temporary custody unless full title has been granted with no restrictions regarding rights for public access.

The Museum will practice best professional museum standards when approving or denying requests for access.

The Guam Museum may deny the use of objects for certain publications. Some of the criteria which follow justifiable restrictions are outlined below.

CRITERIA FOR RESTRICTIONS

Donor

Some collections or objects were gifted to the Museum with the stipulation that the collection or object(s) not be photographed for distribution or publication. Other restrictions stipulated in Deed of Gifts may affect the approval or rejection motion by the Board of Advisors.

Unclear Title

Objects without clear, full title may warrant restrictions in regards to public access or publications.

Unsound or Dangerous Condition

Objects in structurally unstable condition, or objects posing hazardous risks, will not be readily available for public access to maintain the safety of humans, other objects, and the object itself.

Culturally Sensitive

Some objects with culturally sensitive value may hold restricted access on the grounds of ethical and moral means.

PROCEDURES FOR RESEARCH ACCESS

Doc. No. 34GL-18-1508.*

1. Researchers must submit a written document outlining the use and purpose of the research request or complete a Research Request form at least two (2) months prior to the requested access date.
2. The Curator will decide whether to approve or deny the request. The Curator will consider the purpose of the request, ability to locate the objects, the physical condition, potential risks due to exposure, and the requested date.
3. Approved requests will result in correspondence regarding a scheduled access date and the completion of a Research Agreement form. The researcher is required to approve, sign, and mail back the document to the Museum.
4. The Curator will send a Research Agreement form to the researcher. The research is required to approve, sign, and mail back the document to the Museum.
5. At the time of the scheduled appointment, researchers are asked to provide a form of identification with them.
6. The researcher must be accompanied by a member of the Collections Staff at all times when in the presence of objects.

IMAGES

The Guam Museum allows approved individuals to take photographs of objects for personal reasons. Permission must be granted by the Museum Director or Curator for an individual to use tripods or other lighting equipment to accompany the photography. Objects on loan to the Museum will require joint permission from the lending institution.

For education or research purposes, photographic reproductions of objects will be allowed if the photographs are pre-approved and provided by the Guam Museum. Reproductions must be presented with proper acknowledgement and credit to the Guam Museum.

RIGHTS AND REPRODUCTIONS

Defining Rights and Reproductions: Refers to ownership of intellection property rights regarding objects within the Museum's collections. Typically relates to copyright and trademark.

The Guam Museum shall make all efforts to determine copyright ownership before approving reproduction requests. Not all copyright ownerships will be clear; the Museum will use best judgement when deciding how to proceed.

Doc. No. 34GL-18-1508.*

Copyright and Trademark

The Guam Museum must be able to prove copyright before approving requests for reproduction of an image of an object. The Museum will ensure that proper credit is given to the appropriate source and maintain ownership status to the rights it does indeed hold.

Digital, Image, and Copies

All content including digital, image files, and copies are the property of the copyright owner or the Museum. The Museum will receive credit for all content and will prohibit the copying of the content unless regulated under "Fair Use."

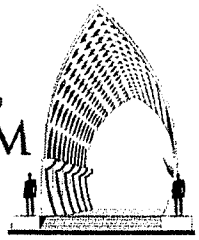
REVIEW AND REVISION

This Collections Management Plan should be reviewed and updated every three (3) years by the Board of Advisors. The Guam Museum Director and Curator will be responsible for any revisions or changes to the Plan. The updated Plan must meet the final approval of the DCA Board of Trustees.

Any immediate or outstanding changes to procedures within this document must be updated and/or amended by the Curator upon approval by the Board of Advisors.

Doc. No. 34GL-18-1508.*

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility
A Division of the Department of Chamorro Affairs



REPORT ON MUSEUM OPERATIONS FOR DECEMBER 2017

TO THE DEPARTMENT OF CHAMORU AFFAIRS

JANUARY 18, 2018

SUBMITTED BY THE GALAIDE GROUP, LLC

DECEMBER HIGHLIGHTS

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility



- "Jacoulet: Vision of Micronesia and Asia" exhibition continues its run to positive reviews
- Dec 7-10: Tour of Guam Bike Races
- Dec 9: Ha'anen Familia: Watercolor painting with Filamore Alcon
- Dec 9 & 16: Guam Territorial Band performances: Flute ensemble, Brass ensemble
- Dec 14: Governor Calvo films his message for the Permanent Exhibition @ museum
- Dec 16: HITA talk with Pale' Eric Forbes—CHamoru Christmas holiday traditions
- Dec 22 & 29: Holiday Movie nights at Outdoor Theater
- Planning for Permanent Exhibition Installation and Grand Opening

2

18/18

PERMANENT EXHIBIT UPDATE

Senator Antonio M. Palomo GUAM MUSEUM Chamorro Educational Facility

- Media components, including swipe screen audio and visual features and orientation theater video, are currently in production
- Work continues within the exhibition space to install flooring, lighting and relocation of fire alarm components
- Containers with components for galleries 4-7 have arrived; installation work has begun
- Expected opening: Mid-March, 2018

1/18/18

3

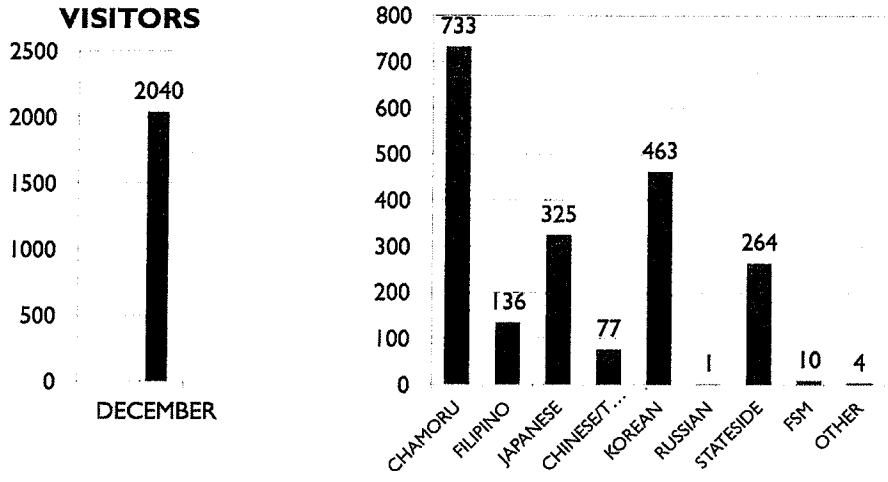
DECEMBER EVENTS

Senator Antonio M. Palomo GUAM MUSEUM Chamorro Educational Facility

Event	Gov't	Private	Museum
Chamoru Studies Meeting	✔		
Kumision meeting	✔		
Tour of Guam Bike Races		✔	
FCG General Membership Dinner/Meeting		✔	
HITA: Holiday Traditions with E. Forbes			✔
Ha'anen Familia: Watercolors with F. Alcon			✔
Perez Wedding		✔	
La Danse Recital		✔	
GTBS Holiday performances			✔
Holiday Movies at Outdoor Theater-Skinner Plaza			✔
OPEN MIC NIGHT			✔
Calvo's Insurance Christmas Party		✔	
Baby shower		✔	

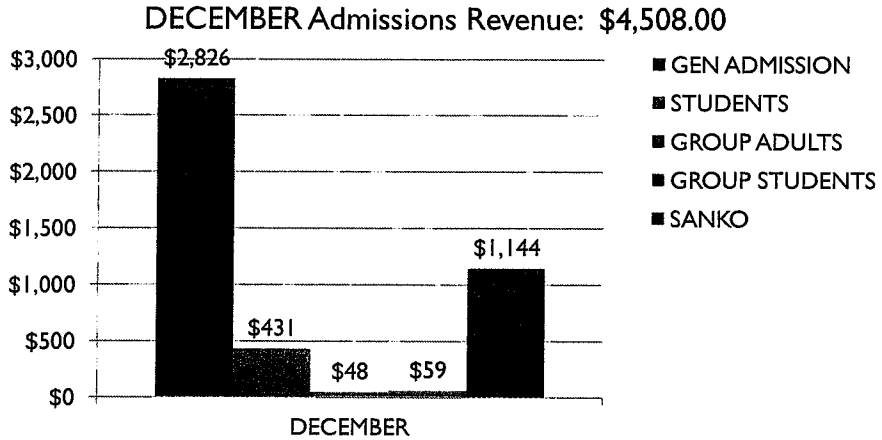
DECEMBER 2017

Senator Antonio M. Palomo GUAM MUSEUM Chamorro Educational Facility



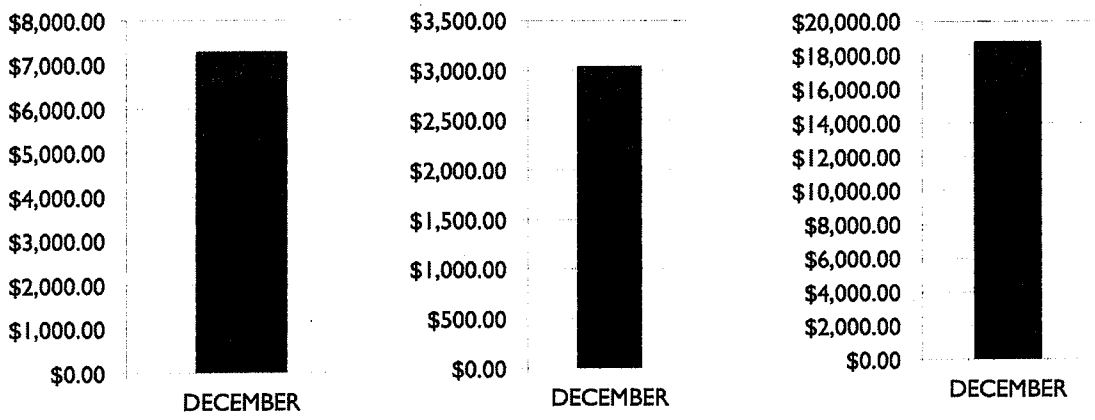
DECEMBER ADMISSIONS REVENUES

Senator Antonio M. Palomo GUAM MUSEUM Chamorro Educational Facility



DECEMBER
EVENTS AND SALES REVENUES

Senator Antonio M. Palomo GUAM MUSEUM Chamorro Educational Facility



SOCIAL MEDIA

Senator Antonio M. Palomo GUAM MUSEUM Chamorro Educational Facility

67% viewed from a cellphone or tablet.

33% viewed from a computer or laptop.

@guammuseum

Followers: 677
Impressions: 1431
Avg. Reach: 597

Guam Museum Fans of the Page: 3,054 users

Number Per Month

January: 2,267
February: 2,399
March: 2,443
April: 2,481
May: 2,526
June: 2,644
July: 2,782
August: 2,865
September: 2,943
October: 2,974
November: 3'054
December: 3,126

64% Female
35% Male

23% increase from January 2017

Top Age Group: 35-44 yrs
25-34 yrs
45-54 yrs
55-64 yrs

Lowest Age Group: 16 -24 yrs
13-17 yrs

Guam Museum Posts Reached: 61,517 FB Users

Number Per Month

January: 19,911
February: 32,919
March: 31,180
April: 31,042
May: 47,864
June: 41,142
July: 58,973
August: 50,041
September: 63,433
October: 59,4573
November: 61,895
December: 61,517

57% Female
42% Male

15% increase from January 2017

Top Age Group: 25-34 yrs
35 -44 yrs
45-54 yrs
55-64 yrs

Lowest Age Group: 16 -24 yrs
13-17 yrs

Top Countries Viewing our Page:
Guam
USA
Japan
Taiwan
Philippines
South Korea

People Commenting, Liking or Sharing:
April: 681
May: 423
June: 608
July: 781
August: 613
September: 809
October: 924
November: 1985
December: 2573

Guam Museum Searches:
Facebook
Google
Outlook Live
GuamMuseum.org
Guam.com.tw

GUAMMUSEUM.ORG WEBSITE

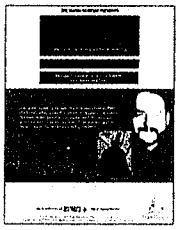
Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

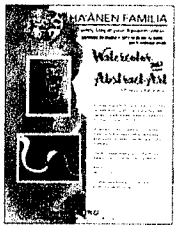
Guam Museum Page Views: 20,978

Number of Views Per Month
April: 1,806
May: 3,142
June: 2,652
July: 2,599
August: 3,023
September: 2,700
October: 2,648
November: 2,408
December: 2,260

Top Posts and Pages: Home Page
Plan Your Visit
Special Events
Exhibitions
Paul Jacoulet







Search Engines, Key Search Words, Referrers

Top Search Engines	*Referrer Sites*	*Top Search Words*
Google	Facebook	Guam Museum
Yahoo	Instagram	Guammuseum.org
Bing	Visitguam.jp (GVB Japan)	Guam Museum Entrance Fee
Ask.com	Android apps	

JANUARY 2018 CALENDAR

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	New Year's Day		Delphi Moving- begin installation			
7	8	9	10	11	12	13
		FCG Mtg.	Guam Coalition Meeting	Rotary Luncheon and Tour	AFLAC Christmas Party	HA'ANEN FAMILIA: Kite making
14	15	16	17	18	19	20
Jacoulet Exhibition closes	Jacoulet deinstall			Martin Luther King Day: Film showing		
21	22	23	24	25	26	27
		Guam Coalition Mixer		"Treasures of FestPac" opens	Movies at the Museum	• HITA: Chamoru dance/discussion • iRecycle Movie
28	29	30	31			
	NOTES:					

Doc. No. 34GL-18-1508.*

FEBRUARY 2018 CALENDAR

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility
A Division of the Department of Chamorro Affairs

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
					• Movies at Museum • MARC Fundraiser	• Ha'anen Familia: Chamoru dance • Mr. Model of the Pacific Pageant
11	12	13	14	15	16	17
		• FCG Meeting • State of the Island Address				HITA: FestPac Panel
18	19	20	21	22	23	24
				Pastries in Paradise (GMFI)	• Mes CHamoru proclamation signing/reception (DCA) • Movies at the Museum	
25	26	27	28			
	GPT Summit	GPT Summit	GPT Summit			
	NOTES:					

1/3/18

Doc. No. 34GL-18-1508.*

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility
A Division of the Department of Chamorro Affairs

KOSAS Highlights from December 2017- January 18, 2018:

- Product Review Panel met on January 17, 2018 and approved the Product Submission Process and Guidelines Policy and Submission Forms; it will be live on the Museum Website by end of January. Next Meeting is scheduled for February 15th.

- Paul Jacoulet's Visions of Micronesia closed on January 14, 2018 in the Changing Exhibit – with visitor numbers for that Exhibit in November & December at 3,375 people.

- The Next Changing Exhibit will be the Treasures of FestPac from the donated gifts by the visiting delegations to the Government of Guam with a soft opening on January 25, 2018 from 6-8pm – Board of Trustees are invited to attend.

- The Museum grant with the Guam Preservation Trust - entitled: Kosas Camp: A Summer of Art, Culture and History at the Museum was submitted on January 5, 2018. We hope to have an update on the status of the grant at the next Board of Trustees meeting in February.

- We anticipate the opening of the Permanent Exhibit in March – approximately the 23rd; Delphi is on Island and installation is currently in progress.

Senator Antonio M. Palomo
GUAM MUSEUM
Chamorro Educational Facility
A Division of the Department of Chamorro Affairs

Product Submission Process & Guidelines POLICY

I. Mission of Museum Store

The Kosas/Museum Store exists to support and continue the mission of the Guam Museum and Chamorro Educational Facility (To foster a greater understanding of the Chamorro culture, art, history and natural environment of Guam) by offering a unique mix of quality products, significant publications and exhibition-related merchandise. **Income earned is used to support the collections and the exhibitions of the Museum.**

II. Eligibilty

If you are an artisan/cultural producer interested in submitting items for possible sale in the Kosas Store, you must be a registered artist with the Guam Council on the Arts and Humanities Agency, a tax-paying resident of Guam and have a current business license with the Government of Guam. All other vendors interested in submitting items for possible sale must be a tax-paying resident of Guam and have a current business license with the Government of Guam with the exception of the **Exhibition Specific** Selection Criteria.

III. Product Requirements

The Kosas Store seeks to sell high quality merchandise created and/or designed by artisans both locally and regionally. Items crafted in Guam are given priority consideration. **Items must reflect the mission of the Guam Museum and Chamorro Educational Facility, generally through a relationship to subjects covered by the Museum's permanent collection or traveling exhibitions.** You can learn more about our collection and any upcoming exhibitions by visiting The Museum in person or online at www.guammuseum.org

IV. Selection Criteria

1. Mediums – We accept craft work in ceramic, glass, wood, jewelry, metal and textiles. Acceptable forms of non-craft items include books, home décor, fine design objects, kitchenware, fashion accessories and children's toys and games. **Unfortunately, we cannot offer any original art for sale.**

2. Product Assortment Needs – Customer demand, current market trends, and our existing product mix are all taken into account when reviewing products.

3. Sales Potential – Revenue potential and profit margins are thoroughly evaluated as all income earned is used to support the collections and exhibitions of The Museum.

4. Quality & Value – Product quality, cost, retail value for comparable products, and minimum order quantities are all considered.

5. Exhibition Specific – We will allow for temporary sales from artisans/ cultural producers and vendors that produce merchandise that is relevant and exhibition specific at the Kosas Store until the Travelling Exhibit has ended provided that all legal requirements are met.

6. Policies - "Works offered by the Kosas Store will relate to the mission, collection and educational programs of the Guam Museum and Chamorro Educational Facility"

V. How to submit work

In order for us to properly process and review all product submissions, we kindly ask that all follow the guidelines below and meet the minimum requirements outlined above. Product reviews will be conducted semi-annually – in February and August of each year.

Download the "The Merchandise for Review" form and scan or mail it back to us along with photos or a catalogue. **Please do not send samples unless specifically requested as they cannot be returned**.

Next Steps - The Product Review Panel will review your submission. Items are very carefully and thoroughly vetted for their quality, price and appropriateness to our store as outlined above. **If we find that your product is appropriate, you will be contacted. Note that unsolicited phone calls will not be returned**.

Questions – Email the Kosas Store at guammuseum.org. No phone calls or walk-ins please. Thank you for your interest in the Kosas Store.

- **Merchandise Categories**
  - A. Logo Merchandise
  - B. Ready to Wear
  - C. Books/Cards
  - D. Jewelry
  - E. Gifts
  - F. Beauty and Bath
  - G. Souvenir Food Items
  - H. Art Prints/Posters
  - I. Works from Masters of CHamoru Traditions
  - J. Other

Chamorro Village (I Sengsong Chamorro)
BOARD MEETING REPORT
January 18, 2018

- On December 29, 2017, several merchants were issued eviction notices for rental exceeding 90 days. These businesses have until 4:00pm, Monday, January 29, 2018 to make full payment or clear out by 5:00pm the same day.

  a. **BOKKA**, Fred Leon Guerrero, Owner – Sale of Chamorro Food at Unit 125.
  b. **MAMET'S CUISINE**, Ma Germar Purificacion, Owner – Sale of Filipino cuisine at Unit 162.
  c. **SWEET ESCAPE**, MaryAnn Perez, Owner – Sale of Sweet Treats and Ice Cream at Unit 126.
  d. **TERRY'S FAST FOOD**, Teresita Sablan, Owner – Sale of Chamorro Food at Unit 124.

- **AS OF JANUARY 1, 2018**, *we have the following number of businesses at the Chamorro Village:*

RETAIL 23
FOOD 13
ORGANIZATION 01
GUAM MASTER CRAFTERS. . 03
PRODUCE SHOP 01

TOTAL: 41

AVAILABLE SHOPS: FOOD . . . . . 05 (Units 160, 161, 165, 166 & 169)

NO UNITS AVAILABILE FOR RETAIL, PRODUCE & NUSERY SPACES

ADVERTISEMENT FOR VACANT SPACES:

a. Advertisements are being made in both classified section of the Pacific Daily News and The Post.
b. Advertisement started on December 29, 2017.
c. To date, we have a total of six (6) people that responded to the advertisements to both PDN and The Post.
d. Met with several applicants that picked up application at the Chamorro Village Office.
e. Five (5) responded to PDN and One (1) from The Post.

CHAMORRO VILLAGE "METKAO KOSAS YAN FEKTOS "HAGÅTÑA FLEA MARKET":

a. Hagåtña Flea Market every Sunday at the Chamorro Village Festival Huts from 5:00am to 9:00am.
b. Radio promotion and advertisement are on Pacific Telestation, Inc. (ISLA630 & 94JAMS) and KISH FM radio.
c. Road side banners are posted along the Chief Kepuha Loop and Marine Corps Drive.
d. This past Sunday, January 14, 2018, we saw the most participation of vendors and public attending.

CHAMORRO VILLAGE ANNUAL BEST CHRISTMAS LIGHTING DECORATION CONTEST:

a. This was the first year we promoted our annual Best Christmas Lighting Decoration at the Chamorro Village for the 2017 Christmas Season.
b. We had Ten (10) merchants that participated for the contest:
    1. Guam Art Boutique
    2. Bokka
    3. Jamaican Grill
    4. Salas Gardent
    5. Micornesian Jewerly
    6. A&L Crafts
    7. Kusinan Ari
    8. Palms Hut
    9. Our Crafts & It's Sew Jayne
    10. Smart Cuts Fashion
c. This was the first year that we promoted a Best Christmas Lighting Decoration at the Chamorro Village for 2017 Christmas Season.
d. Judging was based on Originality, Setup and Installation and Appeal (Wow Factor).
e. Judging was extended from December 6th to December 13th. Extras 10 Points were given to those merchants that were ready by Dec. 6th.
f. The Winners Are:
    1ST Place Winner – Guam Art Boutique
    2nd. Place Winners – Our Crafts & It's Sew Jayne
    3rd Place Winner – A&L Crafts
g. A check will be processed for each winner for $100 for 3rd Place, $200 for 2nd Place & $300 for 1st Place.

INCIDENT'S AT THE VILLAGE:

- No incidents reported for December 2017.

CHAMORRO VILLAGE - CALENDAR OF EVENTS FOR JANUARY 2018

BOONIE STOMPING MEETING, *Every Saturday (9:00am-9:15am) at the Main Pavilion, Center Court*

HAGATNA FLEA MARKET, *Every Sunday (5:00am-9:00am) at the Festival Village Huts.*

GIRL SCOUT SUNSET 5K RUN/WALK, Saturday, January 27, 2018 (12:00pm- 10:00pm) at the Festival Village Huts.