

# Orange Empire Railway Museum

## **Collections Policy**

*Adopted by the Board of Directors February 19, 2000*

This policy supersedes the previous policies: “OERM Policy on The Collection”, “OERM Policy on Display”, and “OERM Policy on Preservation” in total.

### **1. Mission Statement**

The Orange Empire Railway Museum’s (OERM) purpose is to preserve and display artifacts and documents of the rail transportation industry in order to educate the public on the technology, history, and impact of the rail transportation industry in the West<sup>1</sup> and more specifically in Southern California.

### **2. Purpose of this Policy**

This Collections Policy will serve as a guide for managing the collections of the OERM. These guidelines are in compliance with accepted professional standards governing ownership of cultural property. It is intended that this policy be reviewed as needed (at least once every five years) to insure that it continues to meet the needs of the institution. All changes and revisions require the approval of the Board of Directors.

Primary goals of this policy are to:

- Explain the standards for collections care, restoration and documentation.
- Define the acquisition process, including conditions of acceptance.
- Define the conditions and procedures for permanent removal of objects from the Museum collections.
- Define the ethical standards that must be met by the Museum staff in all collections transactions, including avoidance of conflicts of interest.
- Define the roles and responsibilities of OERM staff as they relate to Collections.
- Provide the basis for addressing long-range collection development issues.

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<sup>1</sup> The West as pertains to this policy is defined as west of the Rockies

### **3. Collection Goals**

#### **3.1 Introduction**

In support of its Mission Statement, the OERM will collect vehicles, artifacts and documents pertaining to the rail transportation industry which served the West and more specifically, its *focus companies* in Southern California. The Museum will consider the best current scholarship in railroad history and historic preservation theory in setting collection goals and objectives.

#### **3.2 Present Collections**

##### **3.2.1 Rail Vehicles**

As of July, 1999 there are about 225 rail vehicles on the Museum grounds, of which about 25 have been acquired only for utility purposes or as a source for spare parts. The core of this collection traces its origins back to the collecting activities of two predecessor organizations; the Orange Empire Trolley Museum, which began collecting electric railway cars in 1956, and the California Southern Railway Museum, which began collecting mainline railway equipment in 1957. Both organizations coexisted at the Perris museum site until they were merged together to form the Orange Empire Railway Museum in 1975.

The current collection encompasses three distinct track gauges, 3-ft, 3 ft.-6 in., and 4 ft.-8- ½ in. (standard gauge) equipment from a variety of companies. The majority (65%) of the Museum's current Permanent Collection comes from five railroad companies, (in alphabetical order): the Los Angeles Railway, Pacific Electric, Santa Fe, Southern Pacific, Union Pacific, and certain related companies. These are referred to as the Museum's *focus companies*.

##### **3.2.2 Motor Vehicles**

*Description to be developed in a later revision of this document.*

##### **3.2.3 Architecture and Civil Engineering**

*Description to be developed in a later revision of this document.*

##### **3.2.4 Other Three-Dimensional Artifacts**

*Description to be developed in a later revision of this document.*

##### **3.2.5 Photographs, Documents and other Printed Matter**

*Description to be developed in a later revision of this document.*

### 3.3 Goals:

- To *collect* objects and documents in support of its Mission Statement. The Museum's *focus companies* are (in alphabetical order): the Los Angeles Railway, Pacific Electric, Santa Fe, Southern Pacific, Union Pacific, and certain related companies<sup>2</sup>.
- To *preserve* the collection for future generations by all appropriate means, including indoor storage.
- To *display* portions of the collection through a Museum which is open to the public on a regular basis.
- To *operate* a demonstration railway, using selected pieces of the collection, to provide a living history experience for the Museum's audiences.
- To *restore* selected pieces of the collection to an historically correct appearance, based on careful research and the highest standards of restoration work .
- To *contextualize* selected collections by displaying and operating them in an historically appropriate setting, using both original and replicated objects.
- To establish a *research* center and Library in the interest of actively promoting historical studies of the Museum's collections and the railroad industry in general, including the creation of related publications.

## 4. Roles and Responsibilities (as they relate to Collections)

### 4.1 Board of Directors

As the policy-setting body of the Museum, the Board of Directors represents the final authority in operations of the Museum. The Board appoints the officers responsible for implementing this collection policy, including the Vice President of Collections and the Vice President of Plant. The Board makes the final decision concerning acquisitions, restorations, accessions, deaccessions, and disposal of assets.

#### 4.1.1 Collections Development Committee

The Collections Development Committee includes in its membership a sitting Director, the Vice President Collections, and representatives of all other Museum areas, who lend their expertise to study long-range collection development issues,

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<sup>2</sup> LARy predecessor and successor companies, Pacific Electric predecessor and successor companies, Southern Pacific-controlled properties, Union Pacific-controlled properties, joint SP-UP operations, ATSF-related companies including SFRD.

including periodic review of this policy, review of the collections themselves for relevancy to this policy, and future opportunities for the collection.

## **4.2 Vice President - Collections**

The Vice President - Collections is appointed by the Board of Directors and is the primary person responsible for overseeing preservation of the Museum's collections by implementing this collections policy. The VP Collections appoints area foremen and is also responsible for reporting to the Board of Directors on the state of OERM's collections, including the status of collections care and security.

### **4.2.1 Collections Management Committee**

The Collections Management Committee advises the Vice President – Collections. The committee is structured as a committee-of-the-whole and meets monthly to exchange information about ongoing projects and to discuss issues relating to collections management at the Museum. All Running Maintenance Foremen are asked to attend the meetings.

## **4.3 Vice President Plant**

The Vice President - Plant is appointed by the Board of Directors and is the primary person responsible for overseeing preservation of the Museum's Architectural and Civil Engineering collections by implementing this collections policy. The VP Plant is responsible for reporting to the Board of Directors on the state of OERM's Architecture and Civil Engineering collections, including the status of collections care and security.

## **4.4 Acquisition Proposal Process**

The acquisition process includes participation by the Board of Directors, Officers, and Collections Development Committee, and is summarized in Appendix Two. The Board of Directors makes the final determination in all acquisition decisions.

# **5. Collection Categories**

## **5.1 Rail Vehicles**

Original locomotives, cars, self-propelled equipment, maintenance of way equipment, and other vehicles or equipment capable of operating on rails, except those defined as motor vehicles, defined in 5.2 below. Also included are full-size replica rolling stock which, through association or passage of time, have acquired value and status as historic. A rail vehicle that was subsequently used for another purpose, such as a structure, may be classified as either a rail vehicle, or as a structure.

Acquisition and Disposition of all *rail vehicles* is guided by the policies and procedures in sections 8-10 of this document.

## 5.2 Motor Vehicles

Vehicles originally built to operate under their own power, or to be towed, upon public or private roadways. These vehicles normally have pneumatically inflated rubber tires, but may have solid rubber or metal tires. OERM's motor vehicle collection focuses on vehicles formerly owned or used by railway or transit companies to move passengers, employees, or material, or to provide special maintenance services.

Acquisition and Disposition of all *motor vehicles* is guided by the policies and procedures in sections 8-10 of this document.

## 5.3 Architecture and Civil Engineering

**Architecture:** Buildings maintained in place or removed to the Museum grounds from other locations with the express purpose of preserving and exhibiting them in the context of the Museum's mission. These include structures associated with railroading which may not fit conventional building descriptions, such as turntables, concrete phone booths or gang boxes.

Also included in this category are fragments, such as details, stones, doors and other building materials which are architectural in origin but which do not constitute a reproducible whole.

**Civil Engineering:** Right-of-way, bridges and right-of-way fragments or elements such as track materials, retaining walls and culverts.

Acquisition/disposition of all large artifacts in this category, including buildings, is guided by the policies and procedures in sections 8-10 of this document. Policy sections governing care and access to the Architectural and Civil Engineering collections will be developed at a later time. The Vice President Plant is identified as the lead person for administering large artifacts in these collections.

## 5.4 Other Three-Dimensional Artifacts

Selected artifacts that are relevant to, and consistent with, the purposes and activities of the Museum. These include small objects that do not belong in either the Rail Vehicles, Motor Vehicles or Architecture/Civil Engineering categories. Included are small objects from rail vehicles and supporting facilities such as signals, lights, bells, whistles, number boards, builder's plates, control equipment and signage. Also included are employee and service-related objects such as tools, uniforms, ticket punches, hand lanterns, dining car china and serving implements, etc.

Administration of this collection category is delegated to the VP Collections, guided by a policy covering other three-dimensional artifacts to be developed at a later time.

## **5.5 Photographs, Documents and other Printed Matter**

*Primary Materials* including railroad periodicals, photographs, artwork, records and correspondence, technical books, employee timetables and training materials, drawings, printed paper ephemera such as public timetables and promotional materials, transit advertising and maps.

*Secondary Materials* including “general interest” railroad-subject books, films and videos, railfan-type magazines, and railroad historical society publications.

Administration of this collection is delegated to the VP Collections, guided by a Library Collection Policy to be developed at a later time.

## **6. Collection Classifications**

The Museum recognizes that the best interests of preservation and interpretation may not always be compatible. In order to accommodate these potentially conflicting interests, two categories of collections are defined; *Permanent* and *Support* collections.

### **6.1 Permanent Collection (Accessioned Material)**

The acquisition, preservation and exhibition of original objects lie at the core of a museum’s unique educational purposes. OERM believes that responsible use of original objects is an effective way to impart knowledge and understanding of the Southern California rail transportation experience. It is the policy of OERM to avoid using original objects in any way that would be unnecessarily consumptive of those objects.

The primary intention of the Permanent Collection is to preserve these objects in perpetuity. Any display or other interpretive use must reflect that intention. Objects in the Permanent Collection are listed in the Museum’s accession register. Removal of objects from this category may occur only through the formal deaccession process.

**6.1.1 Primary Collection:** This is the bulk of the collection; these objects are historic in nature, but the Museum has decided to make them available for appropriate use under the supervision of the Collections organization. These objects must be respected for their historic value and must not be exposed to consumptive use.

**6.1.2 Special Collection:** These are objects which either because of their significance and/or their deteriorated or fragile condition, require special care and limited use under the supervision of the Collections organization. The Special Collection is intended for exhibit and study, not for use.

## **6.2 Support Collections (Non-Accessioned Materials)**

**6.2.1 Utility Collection:** These are other objects that are useful in the day-to-day operation of the Museum. These will include the same types of objects found in the Permanent Collection, such as rail vehicles that have been acquired for utility purposes, including demonstration railway operation or for trading with other organizations or individuals for the benefit of the Permanent Collection. The Museum intends to preserve these items as long as feasible, but ultimately they may be expendable. All acquisitions or disposals of rail vehicles into or out of the Utility Collection require the approval of the Board of Directors.

Utility objects are not listed in the Museum's accession register, but appropriate records should be kept in accordance with accepted business and accounting procedures. A utility object is eligible for later inclusion in the Permanent Collection, but it must be evaluated using the same criteria as for other objects.

Trade or resale of utility equipment may be conducted by the Museum on an occasional basis, but only after careful consideration of the potential for diversion of institutional resources away from the Museum's other collections. The Museum is not in the railway salvage or used equipment business, and will use due care to avoid even the appearance of same. In acquiring collection-related utility equipment from state or federal surplus programs, the Museum will comply with all applicable laws and rules including statutes concerning resale of surplus equipment.

Other objects in the Utility Collection are items that are used for teaching or demonstration purposes. These are generally three-dimensional artifacts and printed matter. These may be similar or identical to items in the Permanent Collection but are obtained or retained for the purpose of being used in place of Permanent Collection objects during educational sessions.

**6.2.2 Parts and Repair Items:** Parts and repair items are generally not recognized as being a part of the collection, but attention is called to the historic nature and difficulty in replacing certain parts. A rail vehicle may have been acquired as a source of parts and repair items and as such will not be listed in the Museum's roster. Accession and deaccession procedures of the Museum do not apply to Parts and Repair Items. The acquisition or disposal of any rail vehicle as a "parts source" requires the approval of the Board of Directors.

## **7. Loans and Deposits:**

***Incoming Loans and Deposits:*** From time to time, in order to present exhibits or for other purposes, the Museum may acquire the loan of objects from other Museums or from private collectors. The Museum may accept the deposit of a collection from another Museum or historical society under mutually agreed terms. The Museum may also accept the loan or deposit of an object or document while it determines whether to acquire the item. As such, these items may not be accessioned by the Museum, but are to receive the same benefits of care as if the items were accessioned. Loans or deposits of large objects or collections, (including all rail vehicles) require the express approval of the Board of Directors.

All Loans and deposits are to be for a specific time period, with renewal options specified, and will be recorded in accordance with accepted Museum standards<sup>3</sup>.

***Outgoing Loans:*** With the approval of the Board of Directors, the Museum may lend collection objects only for specific exhibitions or study. The Museum may lend objects to other institutions and organizations which will use the loan for educational purposes and which meet the requirements for care and safety of the loaned object.

All loans must be covered by written loan agreements, fully insured by the borrowing organization with a copy of certificate of insurance. Loan agreements will specify a finite loan period. All loans will be reviewed annually. Under special circumstances the Board of Directors may waive the insurance requirement.

Loans of objects in categories *5.4 Other Three-Dimensional Artifacts* and *5.5 Photographs, Documents and Other Printed Matter*, including library materials, will be guided by the policies covering these categories, to be developed at a later time. These policies will include the requirement that all loans must be covered by appropriate written loan agreements, that the loan agreements specify a finite loan period, and that all loans will be reviewed annually.

No object in the Museum's collections may be used or borrowed for personal gain or convenience by an individual.

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<sup>3</sup> Museum Registration Methods, Dudley & Wilkinson, published by the AAM

## 8. Acquisition Procedures

**Introduction:** It is the policy of the OERM to own all objects entrusted to its long-term care. It is also the policy of the Museum to seek unconditional gifts to be used in the best interest of the Museum. Offers of conditional gifts, leases, and loans must be evaluated for their potential to divert institutional resources away from Museum-owned objects. The Museum is also continuing its long-standing policy of not permitting privately-owned equipment to be stored on Museum property.

### 8.1 Criteria for evaluating all acquisitions:

All proposed acquisitions, including potential utility items, are to be evaluated against the criteria listed below. In cases of utility items acquired for trade or other use, exceptions can be granted for deviation from *relevance to the mission statement*, but only after careful consideration of the proposal's potential to divert institutional resources away from the Museum's other collections.

- **Relevance to the OERM Mission Statement.** Strong preference is given to objects from the focus companies mentioned in Section 3, but objects outside of the geographical area of interest may be considered if a similar object from the area is not available, and the object will fill a critical gap in the collection. Factors such as rarity or typicality, provenance and interpretive potential will be reviewed when considering relevance.
- **Present condition.** A complete object is preferred over an incomplete one, however an incomplete object or one that is in poor condition may be considered if a better example is not known to be available and it fills a gap in the collection.
- **The Museum's ability to care for and conserve the object.** An evaluation of the requirements for storage and conservation, (including track space and indoor storage space in the case of rail vehicles), must be made. These requirements must be carefully weighed against the needs of the existing collection.
- **Duplication of existing objects in the collection.** Duplication alone, in either OERM's or other museums' collections, is not necessarily a reason for rejection, as many such objects operated in trains. If the duplicate already in the collection is in poorer condition, it may become eligible for deaccessioning and/or disposal. Duplication which is considered to not be in the best interest of the Museum can be a reason for rejection.
- **Completeness of title:** The Museum shall verify ownership by appropriate means prior to accepting a gift or entering into a purchase agreement. The Museum will not acquire objects when legal ownership can not be substantiated to the satisfaction of the Board of Directors using accepted museum standards as a guide.

## 9. Accession into the Permanent Collection

Accession is the formal process of bringing an object into the Permanent Collection. As stated in section 5.1, the primary intention of the Permanent Collection is to preserve these objects in perpetuity. The only way to remove objects from the Permanent Collection is through the formal deaccession process.

Eligibility for Accession is determined by an evaluation based upon all of the factors listed in section 8.1 above.

### 9.1 Documentation

Objects accepted for accession will be registered in accordance with accepted museum registration procedures<sup>4</sup>. The following information should be included: a deed of gift for donated objects, (or bill of sale for purchased object), conditions of the gift, if any, and a condition report. Accessioned objects are added to the Museum's accession register.

Written records will be kept providing a summary of why the object was acquired and accessioned. The records will document the decision process, identifying how the acquisition criteria in Section 8.1 were applied.

## 10. Deaccession from the Permanent Collection

### 10.1 Deaccession

From time to time, it may be beneficial for the Museum to remove objects from its permanent collection through a process known as deaccessioning. The formal deaccession process is the only way to remove items from the Permanent Collection. Prior to starting this process, a review must be made of relevant acquisition information including title and conditions of gift, if any. Items that have been deaccessioned shall be removed from the accession register.

The Museum is aware of its obligation to refine and upgrade its collections. However, deaccessioning should not be a regular occurrence since the Museum has accepted the obligation to preserve objects and hold them in the public trust. Any perception that disposal is common could discourage donations and work against the best collecting interests of the Museum.

Objects may be considered for deaccession based only on the following criteria:

- **The object's relevancy or appropriateness to the Museum's mission**, as defined by the Museum's mission statement.

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<sup>4</sup> Museum Registration Methods, Dudley & Wilkinson, published by the AAM

- **The object is being replaced.** The Permanent Collection can evolve by the addition of better, more complete, or more representative examples of individual pieces. An object from the geographical area of interest may become available that will replace a similar object from outside the area of geographical interest. Likewise, with the accession of a new object, an existing object may become a duplicate. *Duplication* alone is not necessarily a reason for deaccession, as many such objects operated in trains. In cases where it is not in the Museum's interest to retain multiple examples of an object, and the duplicate already in the collection is in poorer condition, it may become eligible for deaccessioning.
- **The object's condition.** If an object has deteriorated or has been damaged so badly as to no longer have value and is beyond reasonable expectations of preservation, an otherwise suitable item may be considered for deaccessioning.
- **The object's authenticity.** Objects discovered to be reproductions or not authentic as represented may be considered for deaccessioning.
- **The Museum's ability to care for and conserve the object.** If the Museum's inability to properly care for an object threatens to adversely affect the condition of said object, an otherwise suitable object may be considered for deaccessioning.
- **The object was lost or stolen.** In cases of theft or similar loss, the object may be deaccessioned.

## 10.2 Disposition

If the decision is made to deaccession an item, a recommendation is made by the *Collections Development Committee* to the *Board of Directors* as to the disposition. This recommendation shall be based upon a review of relevant acquisition information including original conditions of gift, if any. In cases of donated items, where appropriate, the original donor will be contacted. Strong preference will be given to transferring ownership to another museum or historical society wherever practical.

### Options for Disposition:

- Return to donor (applies to donated items only).
- Gift, trade or sale to another public, historical or non-profit institution
- Move to the Utility collection
- Trade or sale to a group or organization other than as described above
- Dismantle to salvage components

When a donated object is set aside for disposal, the Museum will make a good faith effort to contact the original donor (if the donation has been made within the preceding twenty years) who will be allowed the opportunity to purchase the object at fair market value.

No Museum officer or board member may buy, trade or receive a deaccessioned item. Use of the deaccessioned item in the Utility Collection, followed by sale or disposal, does not alleviate this requirement. It is the policy of the Museum that moneys or other consideration received from the disposal of a de-accessioned item be used for the benefit and support of the collection whenever possible.

Written records will be kept to provide a summary of why the object was deaccessioned. The records will document the decision process, identifying how the deaccession criteria in Section 10.1 were applied.

## **11. Collections Care**

The collections of the OERM are held in trust for the benefit of the public. The Museum recognizes its fiduciary responsibility to care for these objects, and will continually perform self-analysis to determine its performance in this regard, and take action to address recognized shortcomings. Although the Museum operates a portion of its Permanent Collection, it recognizes that these vehicles have a finite operational life, and will avoid using these vehicles in any way that would be unnecessarily consumptive. The Vice President, Collections will report to the Board of Directors on the state of OERM's collections on not less than an annual basis.

### **11.1 Conservation**

To preserve its collection, the Museum will work towards providing appropriate indoor storage space for all of the objects in its Permanent Collection. Interim *conservation* measures, including temporary roofs, tarps, and other protective coverings may be applied to rail vehicles which are without indoor storage space. The goal of this intervention will be to stabilize the object to prevent further deterioration. In applying these interim protections, care will be taken to avoid techniques that might damage the object or can not be easily reversed. Removal of parts is permitted only to the extent necessary to permit effective application of temporary coverings, and in cases where that part would be threatened with destruction if left in place.

#### **11.1.1 Object Condition Reports**

*Object Condition Reports* are to be developed for all rail vehicles at the Museum, beginning with the Permanent Collection. After completing these reports, the condition of the rail vehicles in the Permanent Collection will be reviewed at least every five years, and this review appended to the *Object Condition Report*.

### **11.2 Running Maintenance**

The Museum recognizes that by operating part of its collection in demonstration railway service, regular *maintenance* must be performed in order to keep these rail vehicles in safe operating condition. To help distinguish between maintenance work and restoration work, the following definition is offered. *Maintenance* consists of (1) repairing an item in

a manner that does not in any way change the item, or (2) replacement of so-called “consumables,” which are items such as light bulbs, lubricants, wear plates, and other parts designed as replaceable elements of a mechanical system. Any work beyond that which is described as maintenance above is considered restoration, requiring use of the formal proposal process outlined in section 11.3 covering Restoration. Substantive modification of a rail vehicle to facilitate operation or maintenance, including the removal of original parts or installation of replacement parts other than the type originally specified, is considered to be outside the scope of normal maintenance, requiring use of the formal restoration proposal process.

Maintenance is supervised by Running Maintenance foremen appointed by the Vice President Collections. These foremen are responsible for ensuring that the rail vehicles in their care are maintained in safe operating condition. As such, any rail vehicle which the appropriate foreman deems to be unsafe for operation can be removed from service by that foreman at any time.

### **11.3 Restoration**

Restoration is considered to be work on a rail vehicle other than conservation or maintenance (see Section 11.2 for definitions). The purpose of a restoration is to return an object to a specific configuration and appearance which it had at some point during its career on the railroad. Objects in the Permanent Collection may only be restored to an appearance actually held during their in-service life. In cases where the object was owned by one of the Museum’s focus companies, strong preference will be given to one of its appearances when owned by that company. Objects in the Utility Collection may be converted to an appearance other than one which was used during its in-service career, if this conversion serves a specific need of the Museum. In cases where such a conversion is made, it is the policy of the Museum to clearly identify the vehicle as such.

#### **11.3.1 Approval of Restorations.**

It is the policy of the Museum that all restoration projects must go through a standard proposal/review/approval process prior to the start of work. A proposal utilizing the format outlined in the *Requirements for Collections Project Proposal* document in Appendix One must be written for all restoration projects. This proposal will then be reviewed by the Vice President Collections and the Collections Management Committee. As needed, the reviewed proposal will be returned to the proposer with comments and requests for additional information. If the proposal is approved by the Collections Management Committee, the Vice President Collections will bring the proposal to the Board of Directors for review and a decision on proceeding.

#### **11.3.2 Documentation of Restorations.**

The Museum will develop standards for documenting ongoing restoration work through written and photographic records as well as the capture of samples of

original fabric. The documentation will be required to clearly identify all components and sections of the original vehicle which were replaced in the course of the restoration work, as well as any modifications or substitutions made during the course of the work.

#### **11.4 Risk Management**

The Collections organization will seek to identify risks to the collection and make recommendations on mitigation.

### **12. Access to Collections**

As the Museum's collections are held in the public trust, the Museum will make every reasonable effort to provide the public with access to its collections consistent with the preservation and safety of same. During hours when the Museum is open to the public, carhouses are open based on the availability of staff. As the majority of the Museum's staff is volunteer, the Museum can not promise access to all public facilities at all times. Advance requests to see particular objects in the Museum's collections will always be considered.

The Museum is physically divided into public and non-public areas. Current expansion plans maintain this division. Every reasonable effort will be made to provide supervised access to rail vehicles in non-public areas if a request is made to the VP Collections or his designee prior to the proposed visit.

### **13. Ethics**

The responsibilities of holding and protecting the Museum's collections require that the members, officers and directors of the Museum adhere to ethics of action and responsibilities. As in all museums, "loyalty to the mission of the museum and to the public it serves is the essence of museum work, whether volunteer or paid. Where conflicts of interest arise-actual, potential, or perceived- the duty of loyalty must never be compromised. No individual may use his or her position in a museum for personal gain or to benefit another at the expense of the museum, its mission, its reputation and the society it serves."<sup>5</sup>

To insure that the members, officers and directors of the Museum know and realize the minimum ethical requirements for collections, the following are established.

1. All Museum members, including directors and officers, shall place stewardship of the collection as a high priority when considering the affairs of the Museum.

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<sup>5</sup> *Code of Ethics for Museums* published by American Association of Museums in 1994.

Stewardship includes the preservation, conservation, and proper display of all items in the various collections of the Museum.

2. All Museum members, including directors and officers, are prohibited from using any collection object or their special access to collection objects for purposes other than for official business of the Museum.
3. No Museum member, including directors and officers may use his or her Museum affiliation to promote personal collecting activities.
4. No director or officer may compete with the Museum in any personal collecting activity.
5. No Museum officer or board member may buy, trade or receive a deaccessioned collection object.
6. Responsibility for the appraisal of all gifts, such as for tax purposes, rests with the donor. No Museum officer or board member may serve as an appraiser of a gift to the Museum.
7. Staff and members will assert no personal privilege over the acquisition, disposition or use of any collection object.
8. While the Museum recognizes the outstanding monetary and labor contribution of its members, control of collection objects rest entirely with the Museum. The Museum's mission and goals must take precedence over the desires or directives of any donor of cash, labor, material or collection item.

## **Appendix One- Requirements for Collections Project Proposal**

### **Introduction to Collections Project Proposal**

Collections Management Committee, OERM

#### **The Purpose**

All of us who have ever contemplated working on one of the Museum's rail vehicles- be it a locomotive, streetcar, interurban car, or a passenger or freight car, or any other artifact within the Museum's collection, have many things to consider before we ever physically touch that artifact. Why? Because it is the Museum's responsibility to future generations that these artifacts be treated with the respect due them. Each project involving work on an artifact entails an assemblage of many various skills into an effective, functioning team. Many of these we are familiar with, such as woodworking, surface preparation, and finishing, but there are many other aspects which must be given consideration as well. For instance, researching of the artifact's history, and careful documentation thereof, are extremely important within the context of the Museum's purposes and responsibilities.

We must also consider prevailing attitudes and contemporary standards within the entire museum community, when deciding what the best course of action to pursue in regard to the conservation, restoration, or refurbishing of the artifact. The attached form is designed to touch on many of the areas which will need to be considered.

#### **When Does it Become Necessary to Use This Form?**

Within the museum community in general, much disagreement exists as to the actual terminology used to describe what once used to be generally classed as "restoration". There are different levels of work to be performed, such as *stabilization*, *conservation*, *restoration* and *replication*. Since these problems of definition exist, there also exists confusion as to just what kind of projects need to go through this formal review process. For the purposes of filling out this form, the following definition of *maintenance* should be looked at closely:

*Maintenance* consists of (1) repairing an item in a manner that does not in any way change the item, or (2) replacement of so-called "consumables", which are items such as light bulbs, lubricants, and other such things.

If the work being contemplated doesn't fit the above definition, then a Project Review becomes necessary, and the attached form will need to be filled out. If the item (artifact) needs modification (such as scraping or sanding of old paint layers, body work, rewiring, replacement of rotted wood or rusted metal, replacement of "obsolete" parts for operational reasons and so forth), or if the consumable cannot be replaced in kind (i.e.,

with an exact duplicate), then the threshold has been crossed into an area that is no longer just maintenance. It has now moved into an area of conservation, restoration, or other degree of modification.

### **A Bit of Background**

A bit of background may offer some insight into the reasons for having set up this review process:

First, during the Museum's first 30+ years of existence, no formal procedures existed with regard to overseeing work on the collection. As a result, the Museum can point to 35 unfinished rail vehicle "restoration" projects. In at least one other case, this lack of policy and oversight resulted in the total loss of an entire rail vehicle carbody once in the Museum's collection, following its disassembly.

Second, it has become increasingly clear that no professionally run museum would allow anything less with regard to its collection. The Museum's collection of artifacts is its very reason for being, and the overseeing of these artifacts is part of the museum's public trust.

Third, in the 1986 Museum Assessment Program (MAP) review of the Museum's policies, procedures, operations, and potentials, the following recommendation was made:

“...the Board of Directors (needs to) require a detailed course of treatment to be developed and approved before restoration of a given piece of equipment is undertaken. Certainly, the restoration process itself may reveal information which requires modification of a course of treatment, but if a plan is established at the outset, changes can be approved deliberately and with good reason. This process of defining restoration tasks in advance of the work will identify cost, assist quality control, and promote adherence to timetables.”

It is in the spirit of these recommendations that the Project Review system has been set up at the Orange Empire Railway Museum.

**Requirements for Collections Project****Proposal****Introduction**

The following information is necessary for the Collections Management Committee to reach a conclusion about a proposed restoration project. Based upon the information supplied, a preliminary decision can be reached as to whether or not to proceed with the project, and with the compiling of a more detailed report.

Non-invasive procedures only are to be used in the preparation of this proposal, meaning that the artifact is not to be touched.

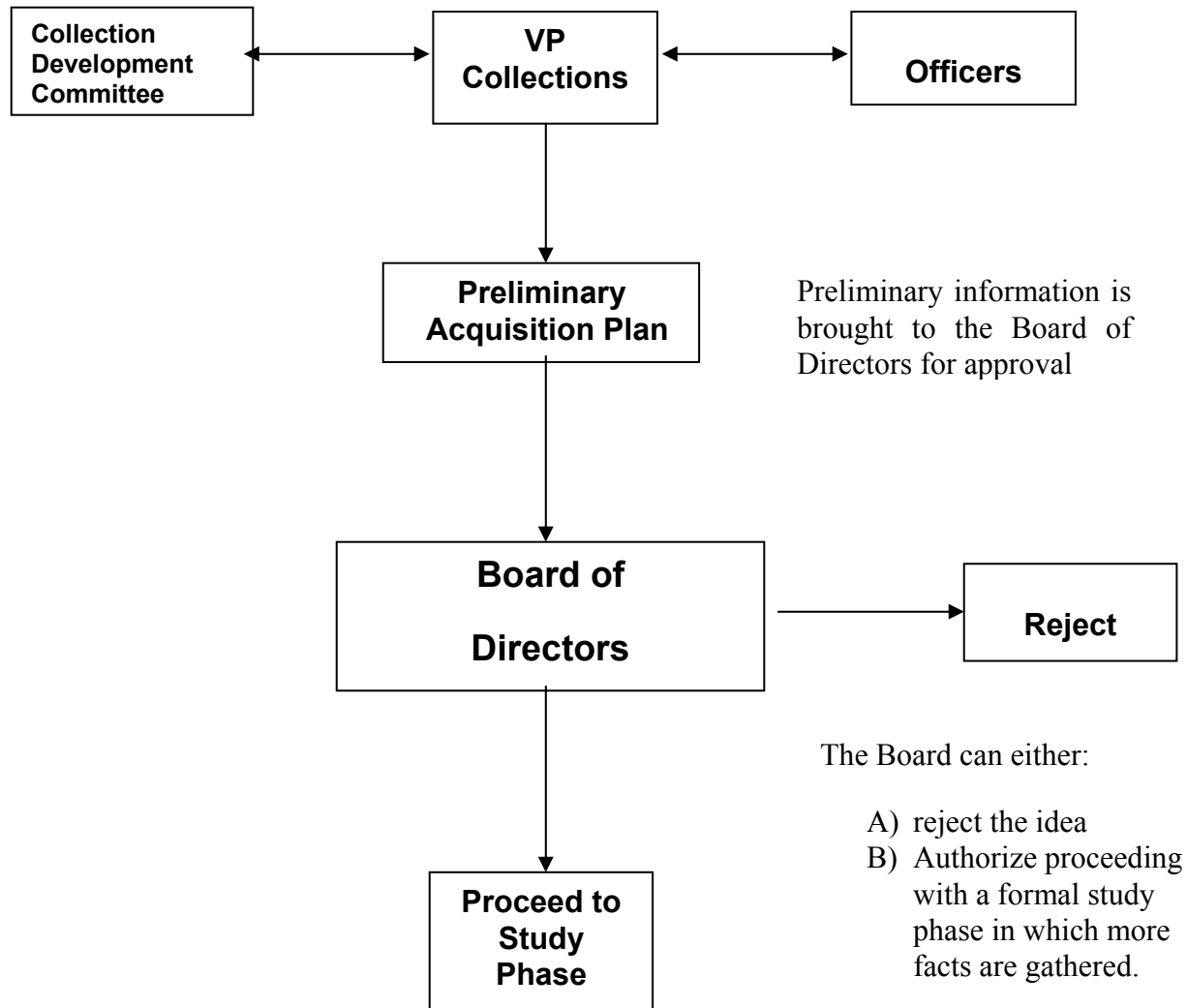
**Requirements****Background / History of Artifact (consider the following points):**

- A. Artifact History
  - 1. Ownership (include background of owner(s) where appropriate)
  - 2. Various uses
  - 3. Geographic locations where used
- B. Historical Importance of Artifact
  - 1. Uniqueness / commonality
  - 2. Major purposes / contribution to owners / users
  - 3. Major advances in technology
- C. Physical Characteristics
  - 1. As built
  - 2. Subsequent modifications
  - 3. Present configuration
- D. Scope of Available Documentation
  - 1. Known sources
  - 2. Known shortcomings or gaps in documentation
  - 3. Which sources consulted
- E. Current Condition of Artifact
  - 1. Structural, body, mechanical, electrical components
  - 2. Cosmetic appearance
  - 3. Completeness / incompleteness of artifact (and availability of missing items)

**Reasons for Choosing This Artifact?**

- A. Significance to Museum Mission
  - 1. Example of major type
  - 2. Technological advance
  - 3. Other



*OERM Collection Policy Appendix 2***ACQUISITION PROPOSAL PHASE**

rev 1-2000

## **Appendix Three**

### *Policies to be Developed*

- Policy on Other Three-Dimensional Artifacts
- Library Policy, (Photographs, Documents and Other Printed Matter)
- Policy on Restoration Documentation
- Standard Format for Object Condition Reports
- Policy on Architectural & Civil Engineering artifacts
- Policy on trading of Parts & Repair Items (as identified in section 6.2.2)