

Alutiiq Museum Collections Policy



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Alutiiq Museum Collections Policy

I. INTRODUCTION

A. Authority

As the policy setting body for the Alutiiq Museum, the AHF board represents the final authority in all operations of the museum. This fiduciary responsibility includes making decisions regarding the museum's collections and ensuring public confidence in the museum's acquisition, collections care, and deaccession practices. The details for meeting these responsibilities are outlined in this policy. It is the duty of every museum board member, staff member, and volunteer to be familiar with this policy and uphold its tenets.

The AHF entrusts decisions regarding the care and management of Alutiiq Museum collections to the museum's executive director and collections manager. The executive director and collections manager will work with the museum's curatorial staff to stabilize, document, research, store, and share museum's collections, and oversee the implementation of NAGPRA, following the provision of the museum's Code of Ethics, Exhibits Policy, Collection Plan, and Guidelines for the Spiritual Care of Objects, as well as professional standards of collections management, curation, and conservation.

B. Mission Statement

The Alutiiq Museum preserves and shares the living culture and heritage of the Alutiiq people.

C. History of the Collections

The Alutiiq Museum is an outgrowth of the Kodiak Area Native Association's (KANA) Culture and Heritage division. Founded in 1987, the division was designed to foster island-wide archaeological research, develop educational programs on Alutiiq culture, and promote Alutiiq language and arts.

In 1990, the division became the Alutiiq Culture Center and moved to its own building. Large archaeological assemblages from local excavations were returned to Kodiak for curation at the center and public exhibits assembled from these materials. Additionally, the center conducted its own archaeological projects and accepted archaeological, ethnographic, archival, and photographic materials as gifts and on loan. Documentation for many of these collections was incomplete and did not follow the standards set forth in this policy.

In 1993, KANA received a grant from the Exxon Valdez Oil Spill Trustee Council to develop a state-of-the-art archaeological repository and regional research facility. The museum opened in April of 1995. All archaeological, ethnographic, archival, photographic, and natural history collections from the Alutiiq Culture Center were transferred to the Alutiiq Museum at that time for curation. The Alutiiq Museum continues to work at documenting its founding collections to meet the standards of this policy, while collecting additional materials.

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D. Compliance with State and Federal Laws

All collections activities will comply with state and federal laws, and any applicable international treaties that govern antiquities management, wildlife protection, and the treatment of human remains. These include but are not limited to the U.S. Antiquities Act of 1906, the National Historic Preservation Act of 1969, the National Environmental Policy Act of 1969, the Archaeological and Historic Preservation Act of 1974, the Archaeological Resources Protections Act of 1979, the Alaska Historic Preservation Act of 1971, the Native American Grave Protection and Repatriation Act of 1990 (NAGPRA), the Migratory Bird Act of 1918 (as amended in 2017), the Bald Eagle Protection Act of 1943, the Marine Mammal Protection Act of 1970, the Endangered Species Act of 1973, the Lacey Act Amendments of 1981, and the Paleontological Resources Preservation Act of 2009.

II. SCOPE OF THE COLLECTIONS

A. Geographic and Cultural Scope

The Alutiiq Museum will accept materials relevant to the prehistoric, historic, and contemporary cultural history of the Native peoples who settled the Alutiiq Nation. Such materials include, but are not limited to, archaeological, ethnological, photographic, film, audio, archival, and natural history specimens.

The Alutiiq Nation encompasses the islands and mainland shores of the central Gulf of Alaska, including Prince William Sound, the southern Kenai Peninsula, the Kodiak Archipelago, and the northern Alaska Peninsula. This area is the traditional homeland of the Alutiiq people and has been occupied for at least 7,500 years.

The Alutiiq Museum may also accept cultural materials from neighboring peoples in the Gulf of Alaska, from related Aleut and Eskimo peoples, and from peoples with whom Alutiiq people have historically interacted. However, out of respect for other Native cultures, the Alutiiq Museum, as a rule, will not actively seek collections that represent the heritage of other Native peoples. Although such items may be acquired or cared for on loan to enhance the museum's interpretation of Alutiiq heritage, or as a courtesy to others, the museum explicitly recognizes the need for cultural materials to be cared for in the context of the societies they reflect. This philosophy is intended to keep cultural objects relevant—meaningfully tied to communities and interpretive information. It is also designed to prevent objects from inadvertently being treated in culturally inappropriate ways.

B. Collections Designations

In order to guide collections management activities, the museum recognizes four categories of collections, that include both physical and digital items.

Permanent Collection – An object (or objects) that has been or will be accessioned into the museum's collection. Permanent Collection items are selected in accordance with the museum's mission and acquisition criteria by means of the formal process defined in this document. The museum holds legal title to these items.

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Repository Collection – An object (or objects) that have been deposited at the museum as a long-term loan or curated under a Memorandum of Understanding (MOU) with their owner(s). The museum does not hold legal title to these collections. However, the loan agreements, repository agreements, or MOU's accompanying such objects allow non-profit activities as defined in this policy.

Teaching Collection – The Alutiiq Museum maintains a collection of modern ethnographic objects, artwork, artifact replicas, and artifacts with little or no provenience information. These items are specifically intended for use in events and presentations by Alutiiq organizations, researchers, and educators. Objects in the Teaching Collection are not a part of the museum's permanent collection. As such, the museum allows objects in the Teaching Collection to be handled, used in traditional ceremonies, and loaned for educational outreach purposes following the guidelines established in this policy. Titles and rights to objects in the Teaching Collection have been transferred to the museum except for those that fall under the Care of Unprovenienced Artifacts Agreement (Appendix A).

Library – The Alutiiq Museum collects books, journals, reprints, manuscripts, technical reports, conference papers, exhibit catalogs, pamphlets, brochures, audio and video recordings, copies of historic documents and photographs, photographs of Alutiiq objects, and other published and unpublished reference materials on the Native peoples of Alaska, with a specific focus on the Alutiiq culture area. Although part of the Museum's holding, library collections are not managed by this policy, but by a separate board approved library policy.

C. Types of Collection

The museum's holdings include the following types of collections:

Archaeological Collections - The Alutiiq Museum is primarily an archaeological repository. The facility currently cares for a very large collections of historic and prehistoric items, as well as accompanying assemblages of faunal materials, radiocarbon samples, ethnobotanical samples, sediments samples, field notes, photographs, videos, and maps.

Archaeological collections may be accessioned as part of the permanent collection, accepted as a long-term loan, or added to the Teaching Collection, but only Archaeological Collections for which rights have been transferred to the museum may be added to the museum's permanent collection. As defined by the museum's Unprovenienced Artifact Agreement, archaeological specimens with unknown provenance will be added to the museum's Teaching Collection.

Ethnographic Collections - The Alutiiq Museum's ethnographic collections include objects manufactured during the historic period, objects collected from living persons, works of contemporary art, and replicas of prehistoric Native Alaskan objects.

Ethnographic collections may be accessioned to the permanent collection, accepted as a long-term loan, or added to the Teaching Collection, but only Ethnographic Collections for which rights have been transferred to the museum may be added to the museum's permanent

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collection or Teaching Collection. Contemporary artwork or replicas that do not meet the museum's Art Review Criteria may be added to the museum's Teaching Collection.

Photographic Collections - The Alutiiq Museum maintains a large collection of photographic prints, slides, negatives, and digital images. These images illustrate archaeological excavations and artifacts, Alutiiq people and their communities, the Kodiak environment and historical events, places and people relevant to the history of the Alutiiq people.

Photographs may be part of either the permanent collection or the library, but only certain photographs will be accessioned into the permanent collection. The museum may accession original photographs, copies of photographs, or digital images for which rights have been transferred to the museum or when a non-exclusive license has been granted. Photographs or copies of photographs owned by other individuals or organizations, and photographs of objects not cared for by the Alutiiq Museum will be added to the museum's library.

Archival Collections - The Alutiiq Museum holds both original paper archives and copies of archival documents from other sources. These include, but are not limited to, the papers of Alutiiq leaders, original field notes and maps from archaeological surveys and excavations, and historical documents.

Archival documents may be part of either the permanent collection or the library, but only certain archival documents will be accessioned into the permanent collection. Original documents and copies of documents for which rights have been transferred to the museum, or shared through a non-exclusive use agreement, may be added to the museum's permanent collection. Additionally, the museum may acquire copies of documents held by other organizations or individuals when acting as an alternate repository. Copies of archival materials for which rights have not been transferred to the museum, will be added to the museum's library.

Film and Audio Recordings - The Alutiiq Museum collects videotape, digital video, audiotape, compact discs and other recordings of the Alutiiq language, events in the Alutiiq community, archaeological excavations, oral histories, interviews, museum programs, and media presentations on Alutiiq heritage projects. Some recordings in this collection are accompanied by written transcripts.

Recordings may be part of either the permanent collection or the library, but only certain recordings will be accessioned into the permanent collection. Recordings with original content related to the museum's mission and copies of recordings for which the rights have been transferred to the museum may be accessioned. Additionally, the museum may acquire copies of recordings held by other individuals or organizations when acting as an alternate repository. The museum will not accession commercially produced, mass-market recordings or original recording for which the rights have not been transferred to the museum, or shared through a non-exclusive use agreement. Copies of recordings for which rights have not been transferred to the museum, will be added to the museum's library.

Natural History - The Alutiiq Museum maintains a small collection of geological samples, zoological materials, and botanical specimens from the Alutiiq Nation and adjacent regions of

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Alaska. These materials are collected for use in exhibits and educational programs to illustrate the environmental context of cultural items and for use in comparative research (e.g., comparison with archaeological specimens).

Natural History collections may be accessioned as part of the permanent collection, accepted as a long-term loan, or added to the Teaching Collection, but only Natural History Collections for which rights have been transferred to the museum may be added to the museum's permanent collection. Specimens of lesser quality or that are already adequately represented in the collection may also be added to the Teaching Collection.

III. COLLECTIONS MANAGEMENT ACTIVITIES

A. Collections Advisory Committee

To assist staff in making decisions regarding acquisitions and deaccessions the museum maintains a Collections Advisory Committee which meets to form recommendations for the AHF Board of Directors. The collections committee shall meet as often as needed to review incoming collections, but not less than twice in any calendar year. If the museum needs a recommendation from the Collections Advisory Committee outside the regular meeting schedule, the collections manager may poll committee members by email.

The Collections Advisory Committee shall be composed of ten members; a representative of the Alutiiq Heritage Foundation Board of Directors, a member of the museum's curatorial staff, and eight volunteers.

Volunteer members of the Collections Advisory Committee will be selected from the community by the AHF Board of Directors for their knowledge of Alutiiq culture, language, and history, Native Alaskan art, education, Alaska's natural history, collections care, and/or property law. Each volunteer member will be appointed to a three-year term and may serve up to one additional term as invited by the AHF Board of Directors.

Four of the eight volunteer committee members must be present to establish a quorum for making recommendations to the AHF Board of Directors. Each member of the collections committee will have one vote on each issue presented to the committee. The museum staff representative will act as a meeting facilitator but will not vote on committee recommendations. Committee recommendations will be established by a simple majority vote of the members present. In the case of a tie vote, the collections manager will report the tie to the AHF board of directors.

The collections manager leads the collections advisory committee, scheduling meetings, developing meeting agendas, corresponding with committee members, taking meeting notes, and summarizing the committee's recommendations in writing for the AHF Board of Directors. Written summaries of committee decisions shall be provided at least twice a year, or more frequently if needed. The collections manager integrates committee minutes and recommendations and documentation of AHF Board actions on disposition into museum accession files.

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B. Collections Plan

To guide the AHF Board, the Collections Advisory Committee, and the museum staff in prioritizing and evaluating acquisition decisions, the museum will create and maintain a collections plan. This plan will outline the museum's collecting priorities, identifying the types of collections and objects, both physical and digital, that the museum (1) feels a strong stewardship responsibility toward, and (2) would most like to acquire to enhance the spiritual, educational, scientific, and historical value of its holdings. It will also provide a list of specific objects and collections the museum desires to acquire.

Once every three years, the Collections Plan will be reviewed and revised as needed by the museum's executive director and curatorial staff, then submitted to the AHF Board of Directors for consideration. The AHF Board shall review the proposed changes and enact any revisions they believe necessary.

To promote broad public understanding of the museum's collecting objectives and encourage transparency in the acquisition process, the Collections Plan will be posted on the collections page of the museum's website.

C. Collection Criteria

All collections acquired by the museum must meet the following criteria:

1. All acquisitions must meet the museum's collecting objectives (see Definition of Collections in Section II above).
2. All acquisitions must comply with state and federal laws, and any applicable international treaties that govern antiquities management, wildlife protection, and the treatment of human remains, funerary objects, or sacred objects.
3. The person, organization, or agency offering an acquisition to the museum must certify that they have clear title to the property they offer.

The only exception to this provision shall be when amateur collectors turn archaeological materials over to the museum. Although the museum abhors illegal collecting and dislikes accepting objects with little or no provenience data, the museum feels an obligation to care for the artifacts of Alutiiq ancestry in a respectful way. It is better for these objects to be stored in the museum and used for educational purposes than to be lost, sold, or destroyed. The museum has codified the practice of accepting such material for the community in this document, and with all of Kodiak's major land owners in its Memorandum of Understanding for the Care of Unprovenienced Artifacts (Appendix A).

Under this memorandum, the museum will make a good faith effort to determine the origin of the materials, identify the landowner, and contact the landowner to make arrangements for the disposition of their property. If an owner cannot be identified, the

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museum will add the unprovenienced archaeological material to its Teaching Collection – holding the material for the unknown owner to promote respectful care, ensure the collection’s integrity and safety, promote historic preservation, and discourage the illegal trade of antiquities. If information on the collection’s owner becomes available, the museum will contact the owner to make arrangements for the disposition of their property.

4. Preference in acquiring new collections will be given to acquisitions that meet the museum’s established collection plan.

5. Acquisitions should be accompanied by provenance or provenience information. Preference will be given to acquisitions submitted with such data.

6. All acquisitions must be in a condition that the museum is able to care for and for which the museum has the appropriate facilities, equipment, funding, and expertise to effectively house and manage.

7. All acquisitions must be environmentally safe. The museum will not accept collections that pose an environmental risk to staff members, facilities, or other collections.

8. Acquisitions must be free from loaner or donor-imposed restrictions. Loaners and donors may request a specific credit line for use with a collection, but they may not specify how the collection will be cared for, preserved, cleaned, stored, displayed, photographed, viewed, studied, loaned, or used. The only exception will be for culturally sensitive objects – whose care is outlined in the museum’s Guidelines for the Spiritual Care of Objects.

9. As a general rule, acquisitions should not be encumbered by restrictive literary rights, property rights, copyrights, patents, or trademarks.

10. Acquisitions will not be purchased from members of the museum’s Board of Directors, staff, or Collections Advisory Committee. However, board, staff, and Collections Advisory Committee members may donate or loan objects to the museum’s collections following the stipulations of this policy.

D. Methods of Acquisition

Acquisitions may be made by gift, loan, bequest, transfer, exchange, commission, purchase, field collection, museum created project, repository designation, or repatriation. Acquisitions, with the exception of short-term loans, library acquisitions, and collections representing research projects undertaken by the museum with approval from the Executive Director, will be described by the collections manager, and submitted to the Collections Advisory Committee for their evaluation. The Collections Advisory Committee will provide a recommendation on the disposition of the offered collection that will be passed to the AHF board for final evaluation. Each method of acquisition is described below, and may include physical, digitally reformatted, and born-digital materials.

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1. Gifts and Bequests (Donations) - The museum may accept materials donated either by gift or bequest that relate to its mission statement. Materials which are offered as donations shall be considered outright gifts with no restrictions attached. The only exception will be for sacred items and culturally sensitive information. Following the museum's Guidelines for the Spiritual Care of Objects, objects determined to be sacred or culturally sensitive may be loaned or donated to the museum with restriction on their care and use. The museum's executive director and collections manager will jointly assess these restrictions to determine whether they can be reasonably met by the museum. The Collections Advisory Committee and the AHF Board of Directors will be informed of any restrictions when considering the disposition of any sacred or culturally sensitive object.

Once materials have been donated to the museum, the donor relinquishes all rights to these materials. The museum reserves the right to determine which materials should be accepted to its collections, which portion of the collection accepted materials will be added to (permanent teaching, or library), and which materials, if any will be displayed. The museum reserves the right to dispose of any donated material found to be inappropriate for its holdings. Prospective donors must declare in writing that they have legal title to the material that they are donating and the authority to make the intended donation.

All donations to the Alutiiq Museum are tax deductible within the provision of the law; however, museum employees may not provide an appraisal for any donation. Individuals who require appraisals for tax purposes are advised to contact a disinterested third-party appraiser, and to review the Tax Reform Act of 1984 and IRS Publication No. 561 - "Determining the Value of Donated Property."

2. Loans - Loans may be negotiated as short term or long term. Loans may be made between the Museum and its supporting Alutiiq corporations; state, federal, and municipal governments; private organizations; and individuals. However, the museum can only enter into a loan agreement with the rightful owner of the material offered on loan.

Short Term Loans - Items may be accepted for a period of up to three years for use in exhibitions or research projects. Such loans will be made at the discretion of the collections manager and will not be subject to review by the Collections Advisory Committee.

Long Term Loans - Items may be accepted for an initial period of ten years for curation, research, exhibition, and educational outreach. Long-term loan agreements will then be reviewed for renewal every ten years by the museum's curatorial staff.

Memorandum of Understanding (MOU) – The Alutiiq Museum may form agreements with federal, state or municipal agencies for the curation of collections. In general, MOUs are negotiated on an individual basis, and conditions are set by the agency managing the collection rather than the museum. Museum staff will ensure that the museum can meet the

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requirements of any MOU and that any imposed requirements are within the provisions of the museum's collections policy. In some cases, an MOU may only stipulate that the museum is the repository for a collection, with no length of loan specified. In other cases, the federal or state agency may stipulate that the collection is on permanent loan to the museum. While receiving collections on permanent loan is discouraged, the governing agency may only have the option of assigning this type of loan status. However, museum staff will request that the length of the loan, insurance coverage requirements, conditions of handling, exhibiting, photographing, providing access to researchers, among other common uses be specified in the MOU.

3. Transfers and Exchanges - The Museum may accept transfers or exchanges of material from other museums if the incoming materials meet all acquisition requirements and the outgoing materials meet the criteria for deaccession (see below). Any material offered by the Alutiiq Museum for exchange must be deaccessioned prior to exchange following the guidelines established by this policy.

4. Purchases - The Alutiiq Museum may elect to purchase items that enhance its existing range of collections. The Collections Advisory Committee shall evaluate each purchase and submit a proposal to the Alutiiq Heritage Foundation Board of Directors. The museum will not purchase any archaeological materials, paleontological materials, or human skeletal remains. The museum will only purchase materials that the seller has a legal right to sell. Additionally, the museum will not purchase materials for its collections from museum board members, staff members, the immediate family members of board or staff members, or members of the Collections Advisory Committee. Purchased item(s) become the full legal property of the Museum. Any accompanying copyrights and/or literary property rights are conveyed as a non-exclusive use, except as agreed upon by the previous owner and Museum representative at the time of purchase.

All Native Alaskan artwork considered for purchase must meet museum's Guidelines for Evaluating Contemporary Works of Native Art. The museum's curatorial staff, in concert with the museum's executive director, shall evaluate all potential purchases to determine whether these standards are met. The evaluation team will reach consensus by a simple majority vote.

5. Commissions - The Alutiiq Museum may elect to commission artists to create works for its permanent collection that enhance the range and diversity of its holdings. Commissions may be negotiated in two ways. (1) The staff may release a call for proposals to solicit the production of a particular object and select a proposal from the resulting applications. This is the preferred method. (2) However, as there may be a compelling reason to work with a particular artist, the museum may develop a sole source contract with an artist who has provided a proposal for review following the provisions of its procurement policy. In both cases, the curatorial staff, in concert with the museum's executive director must ensure that proposals for commissioned works meet the museum's Guidelines for Evaluating Contemporary Works of Native Art. The evaluation team will reach consensus by a simple majority vote. Commissions shall be

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considered a museum project. The Collection Advisory Committee will be informed of commission projects but are not required to evaluate them.

6. Research Collection - Materials may be acquired through research related to the museum's mission and collections (as outlined in section II above). These materials may include but are not limited to artifacts, photographs, audio recording, video recordings, field notes, and natural history specimens. These projects may be sponsored in whole or in part by the Alutiiq Museum, by one of the museum's supporting Alutiiq corporations, or by non-affiliated researchers or organizations.

Given the importance of caring for collections generated by the museum's own research activities, and the necessity of making curatorial arrangements in advance of research, research collections generated by the museum will not be subject to reviewed by the Collections Advisory Committee. Instead, the museum may accession collections reflecting its own research project with approval from the executive director.

7. Museum Projects – The museum may accession materials associated with its events, exhibits, publications, and educational programs. Such materials may include, but are not limited to, objects created by program participants, materials collected or developed for a project, and documentation of projects such as notes, photographs, recordings, and associated correspondence.

8. Repatriation - The Alutiiq Museum may accept human skeletal remains, funerary objects, objects of cultural patrimony, and sacred items from the Alutiiq culture area upon request of an Alutiiq tribal organization in compliance with NAGPRA. The museum will not acquire human skeletal remains, funerary objects, objects of cultural patrimony, and sacred items related to any other Native group without an express written request from that group in compliance with NAGPRA.

Human remains will be cared for on short term loan only, until additional arrangement for their disposition can be made. All repatriated items will be cared for following the Museum's Guidelines for the Spiritual Care of Objects.

E. Documentation

The Alutiiq Museum considers the documentation of its collections as important as the materials themselves and worthy of equal care. Documentation is essential to maintain the identity, cultural value, and spiritual care of an object. The Alutiiq Museum maintains acquisition and catalog records, both physical and digital, a computerized acquisitions database (with cloud and hard-drive backups), collections inventories, and additional support documentation for all collections. Where appropriate, the museum will work to produce photographic documentation of its collections.

1. Recording Acquisitions - The Alutiiq Museum maintains a catalog and a computer database of collections accessioned as part of the museum's permanent collection, accessioned to the Teaching Collection or acquired on long-term loan. Each collection accepted by the museum whether by gift, long-term loan, bequest, donation, transfer, exchange, commission, purchase, field collection or repatriation is assigned a

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museum collections number. Collections are numbered sequentially as they are processed and referenced with the initials *AM* for Alutiiq Museum. A collection's associated records will indicate whether a collection is a part of the museum's permanent collection, part of the repository collection (on long-term loan), or a part of the museum's Teaching Collection. A collection's status is also recorded in the museum's computerized database. Any original documentation accompanying a collection is stored with museum-generated documentation in a central acquisitions file under the associated collections number. The museum will work to duplicate copies of its essential collection documentation, both original and museum-generated, for secure off-site storage.

Short-term loans are managed by the museum's collections manager. They do not receive *AM numbers*, rather they are assigned a temporary loan tracking number. Short-term loans are tracked in the museum's computerized database, and associated records are stored in a designated location, separate from the central acquisition files. Objects on short-term loan are stored in close proximity to ensure that they remain separate from objects in the permanent and repository (long-term loan) collections.

2. Enhancing Collection Information - The Alutiiq Museum recognizes the body of traditional Alutiiq knowledge that is preserved in the Native community. To improve documentation of the Museum's collections, staff will work with Alutiiq people to gain information about cultural materials, their provenance, their context, and their appropriate treatment.

3. Access to Collection Information - Collection records are not necessarily public information. Data contained in the Museum's acquisition records will be available to the public on a limited basis. Certain types of information may be kept private (e.g., the name of a donor who wishes to remain anonymous, the locations of archaeological sites, culturally sensitive information). Access to collections information is provided at the discretion of the Museum's Executive Director and collections manager and is subject to the restrictions established in the museum's Guidelines for the Spiritual Care of Artifacts.

4. Establishing Title – Title to all objects acquired for the collections should be obtained free and clear, without restrictions as to use, exhibition, loan, or future disposition.

- a. If, under special circumstances, an object is accepted with restrictions or limitations, such conditions must be approved by the executive director, and the reasoning must be clearly stated in the acquisition paperwork.
- b. When title is unclear, the collections manager shall make and document all efforts to determine the history and provenance of the object and to determine that acquiring the object will not contribute to illicit trade.
- c. An object that is found in collections (FIC), is defined as material in the museum's physical possession or control that is unsupported by any documentation and/or lacks sufficient evidence to prove museum ownership. For FIC objects, the museum will complete all due diligence in determining the origin of the objects. If ownership

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cannot be determined, museum staff will follow Alaska abandoned property statute 14.57.210 in order to manage the collection.

- d. The Alutiiq Museum will generally not accept unsolicited donation through the mail or in person (via drop-off). In special circumstances, the executive director may approve such donations. Rejected donations will be offered back to the donor, when possible, and if the donor is known. Otherwise, the museum reserves the right to dispose of donated property as it sees fit.

F. Deaccessioning

Deaccessioning is the procedure used to record the removal of an object from the museum's permanent collection or to change the recorded status of a permanent collection.

Deaccessioning of objects is sometimes necessary to upgrade the quality of the museum's collections. The general policy of the museum toward deaccessioning is one of utmost caution and careful determination. The Alutiiq Museum reserves the right to deaccession any materials in its permanent collections for which the museum holds clear title, or which the museum does not own in order to return the collection to its owner or to change the status of a collection to a loan.

Any proposal to deaccession an object or collection will be outlined in a written report by the collections manager for consideration by the Collections Advisory Committee, using the "Request to Deaccession" form prepared for this purpose. The report will justify deaccession based on one or more the following criteria;

1. An object has been damaged beyond repair by accident or inherent vice, or the museum is no longer able to properly preserve an object.
2. It is prudent to exchange or sell an object or collection to obtain another object or collection that will substantially improve the overall holdings of the museum.
3. Based on current knowledge and circumstances, the object or collection belongs more appropriately in another museum or in the care of another organization, particularly another Native American organization.
4. The object has the potential to further understanding of Alutiiq culture and history through destructive scientific analysis (e.g., radiocarbon dating, oxygen isotope analysis, thin sectioning, chemical analysis).
 - No human remains will be subjected to destructive analysis without the express written approval of the most closely related Native American group(s).
 - Archaeological samples and natural history samples (wood, charcoal, stone, shell, faunal materials, botanical materials, soil, etc.) collected expressly for destructive analyses are exempt from this stipulation. These materials may be analyzed without deaccessioning. The researcher will provide the museum with a copy of analysis results for the sample's corresponding

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accession file. Whenever possible, samples taken for destructive analysis will be split so that a portion of the sample remains in the museum for future analysis. Permission for destructive analysis and the terms of the analysis (e.g., which samples will be analyzed, the amount of each sample to be destroyed, what will be returned to the museum following analysis, etc.) will be determined by the museum's curator of archaeology or executive director and the researcher. Documentation of these terms will be made for the corresponding museum accessions file.

A collection may also be deaccessioned if it was inappropriately accessioned into the permanent collection, requires a change of registration status, or no longer meets the guidelines of the collections policy.

Any deaccession recommended by the Collections Advisory Committee shall be submitted to the AHF Board of Directors for approval. When an object or collection has been deaccessioned, released, or subject to destructive analysis the museum will maintain documentation about that object or collection in perpetuity.

Proceeds from the sale of collections shall not be used for anything other than the acquisition of other collections through the activities defined in this policy (section D).

Human remains, funerary objects, sacred objects, and objects of cultural patrimony do not fall under the deaccession policy. When the museum receives a repatriation request by a federally recognized Tribe or ANCSA Corporation, the materials will be released as defined and in compliance with NAGPRA. No review by the Collections Advisory Committee or the AHF Board will be required, although both groups will be notified in advance of such a release. When materials have been repatriated, the museum will maintain documentation regarding the materials and the repatriation in perpetuity.

G. Collections Access & Use

Access to the Museum's collections is integral to its mission. Access can be physical (through examination and handling) or intellectual (through exhibits, publications, or electronic media). The intent of this collections policy is to strike a balance between safeguarding the collections from harm while providing culturally sensitive treatment and encouraging the use of collections in promoting awareness and appreciation of the rich cultural heritage of the Alutiiq people.

1. Providing Access: The Alutiiq Museum recognizes that there are many different reasons to access its collections, and procedures for promoting this access must be designed and controlled to match the types of uses proposed. Minimally, all potential users must make a formal request to a member of the curatorial staff to interact with the collections. Staff members will then consider the concerns of Alutiiq people, the condition of the intended research collection, and the availability of staff time and research space in assessing each request. Access to human remains, funerary objects, sacred objects, and culturally sensitive objects, images, recordings, documents and their accompanying information will be further evaluated by the museum's executive director, follow the museum's Guidelines for the Spiritual Care of Objects, and may be limited.

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The Alutiiq Museum recognizes that born-digital and digitally reformatted materials present an opportunity for access that physical objects do not. The museum will share digital objects from its holdings, so long as there are no restrictions prohibiting it. Whenever possible, and unless requested otherwise, access copies will be shared rather than master copies. When sharing digital materials, the museum must make sure there are no restrictions from doing so. Sharing sensitive cultural information, archeological site information, or materials for which the museum don't hold copyright, is not in the public domain, or for which the museum does not have sufficient permissions for sharing are all instances in which the museum should not share digital materials.

The Teaching Collection has been specifically assembled for use by Native groups, educators, students, and researchers for use in heritage programs and public outreach activities. In particular, the museum recognizes the importance of providing materials from this collection for use by Alutiiq peoples for traditional practices (e.g., ceremonial lighting of an oil lamp). Requests to borrow Teaching Collection materials will be filled on a first come – first served basis. Use of the Teaching Collections will be made at the discretion of the curatorial staff on a short-term basis, so that the objects will be continually available to the community. If competing requests for use of an object arise, the museum will follow its Alutiiq First philosophy in resolving these conflicts. Preference will be given to meeting the needs of Alutiiq people in resolving overlapping requests for use of the Teaching Collection.

2. Research on Collections: The Alutiiq Museum encourages research on its collections to promote knowledge and exploration of Alutiiq traditions. As such, collections both on loan to and owned by the museum will be made available for research projects at the discretion and convenience of the Alutiiq Museum's curatorial staff following the guidelines herein.

Human remains will not be made available for research without the express written permission of the most closely affiliation Native American group. Similarly, culturally sensitive collections will not be generally available for research. Requests to study such objects, image, recordings, documents or their accompanying information will be given careful scrutiny by the museum's executive director and follow the Alutiiq Museum's Guidelines for the Spiritual Care of Objects.

If a collection is on loan to the museum, researchers will be provided information on the name and address of collections lenders so they may acknowledge the lender in publications and presentations and provide the lender with a copy of their research results. It will be the researcher's responsibility to provide results to the lender.

Objects may be photographed as part of a research project; however, the researcher must obtain permission from the collection owner to publish, display, or otherwise distribute any photographs of the collections, unless the lender has preauthorized the Alutiiq Museum, in writing, to evaluate such requests on the lender's behalf.

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All researchers are expected to provide the Alutiiq Museum with at least one copy of the result of any research conducted on any Alutiiq Museum collections – (e.g., technical report, thesis, paper, poster, pamphlet, book, brochure, newsletter, film, etc.) - for the museum's library and the collection's accession file. Researchers who fail to provide timely copies of their results, may be restricted from future access to the Alutiiq Museum's holdings.

There are three different types of research permitted by the museum:

On-Site Non-destructive Analysis or Examination – Collections owned by the museum or on loan to the museum may be examined on-site within the boundaries of the museum's existing policies and procedures, such as the (1) Guidelines to Conduct Research, (2) Conditions for Photographing, Videotaping or Duplicating Collections, and the (3) Guidelines for the Spiritual Care of Objects.

Off-Site Non-destructive Analysis of Archaeological and Natural History Collections – The Alutiiq Museum may send archaeological and natural history collections off-site for non-destructive analysis by researchers. If the collection is on loan to the museum, the lender will be contacted for permission, unless the lender has preauthorized the Alutiiq Museum, in writing, to approve and coordinate off-site, non-destructive analysis on behalf of the lender.

Destructive Analysis of Archaeological and Natural History Collections – The Alutiiq Museum's approach to destructive analysis is one of utmost caution. Once destroyed samples and objects cannot be reclaimed. However, as samples and objects in the museum's holdings have the potential to significantly advance understanding of Alutiiq history and traditions through destructive analysis, the museum permits destructive research as follows.

The museum may perform destructive analysis on archaeological and natural history samples collected expressly for the purpose of such analyses (e.g., charcoal samples collected for radiocarbon dating, shells and raw materials collected for thin sectioning, soil samples collected for flotation). Deaccession of such samples is not required. If the samples are on loan to the museum, the lender will be contacted for permission, unless the lender has preauthorized the Alutiiq Museum, in writing, to coordinate destructive sample analysis.

The museum may conduct destructive analysis of artifacts owned by the museum. In this case, permission for the destructive analysis of artifacts will be determined jointly by the museum's collections manager and executive director, and a proposal for deaccession created for the Collections Advisory Committee (see item F above). If a researcher wishes to conduct destructive analysis of artifacts that are on loan to the museum, then the lender will be contacted for permission, unless the lender has preauthorized the Alutiiq Museum, in writing, to approve and coordinate destructive artifact analysis.

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The museum will keep a detailed record of any specimen subject to destructive analysis in the corresponding accession file. The museum will reclaim any partial samples following destructive analysis, and wherever possible, any slides, mounts, thin sections, etc. created for the analysis. The museum will archive a set of research results from all destructive analysis. Researcher undertaking destructive artifact will sign an agreement pledging to return all unused materials and research results to the Alutiiq Museum.

3. Privacy: The Alutiiq Heritage Foundation is committed to protecting the privacy and confidentiality of its patrons. Alutiiq Museum patrons must be able to consult collections, conduct research, work with staff members, and ask questions without fear of scrutiny or reprisal.

Within the guidelines of this policy, Patrons have the right to open inquiry in the museum's collections. The Alutiiq Museum will not share information on the specific collections consulted by its patrons, unless the patron agrees (e.g., gaining permission for collections use from a loaner) or there is a compelling reason to do so (e.g., a safety or security issue, a subpoena).

4. Managing Conflicts: As a cultural center funded and governed by Kodiak Alutiiq organizations, the Alutiiq Museum serves the Alutiiq Nation first. As such, the museum is dedicated to establishing policies and procedures that meet the needs of Alutiiq people before those of others. However, as Alutiiq people benefit greatly from public awareness of their culture, and as the museum is a public non-profit organization dedicated to community education, the museum seeks to involve people of all heritages in the exploration of Alutiiq culture through the use of its collections.

While providing public access to collections helps to educate the broader community about Alutiiq culture, not all objects and information are appropriate for a public forum. When conflicts between the stewardship of objects and requests for public access arise, the museum will follow its Alutiiq first philosophy in resolving these conflicts. Preference will be given to meeting the needs of Alutiiq people in resolving these disputes.

H. Exhibition and Display of Collections

The Alutiiq Museum reserves the right to display any item acquired by the museum through research collection, loan, gift, bequest, donation, transfer, exchange, purchase, or commission. The museum, however, will not display human skeletal remains. Additionally, the Alutiiq Museum recognizes that some objects may be culturally sensitive (e.g. funerary objects, sacred objects) and will endeavor to work with the Alutiiq community to display such materials in a respectful, culturally relevant manner or to refrain from display where appropriate following the museum's Guidelines for the Spiritual Care of Objects.

I. Lending and Borrowing

To promote a greater understanding of the Alutiiq culture and to provide access to museum collections, the Alutiiq Museum will lend items from its collection for exhibition, scientific study,

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educational outreach projects, and for use in events of spiritual significance to the Alutiiq community. To the same end, the Alutiiq Museum may also borrow material through both short- and long-term loan agreements (see Section III above).

1. Incoming Loans - All incoming loans, both short term and long term, for any use (e.g., research, exhibits, or programming), must be accompanied by a loan agreement that specifies the length of the loan, describes the items taken on loan, and provides an assessment of the condition of the item(s) to be loaned. This agreement will be signed in duplicate by a member of the museum's curatorial staff and the lender. All items loaned to the Alutiiq Museum will be handled with the same professional care given to items in the museum's permanent collections. However, beyond cosmetic dusting and cleaning, the museum will not attempt to clean, repair, restore, or otherwise alter any materials, which it accepts on loan, unless the lender authorizes such efforts in writing.

a. Short Term Loans - Items borrowed as short-term loans will be accepted for a period of no more than three years. Short term loans are designed to provide the museum with access to items for exhibits, programming, and research projects, or to assist organizations with short term storage needs. Short-term loans may be accepted by the collections manager without consultation of the Collections Advisory Committee.

b. Long Term Loans - Items borrowed as long-term loans will be accepted for an initial period 10 years, at the end of which they will be reviewed for possible renewal. Items for long-term loan are accepted for curation, research, exhibition, and educational outreach programs. If these uses involve inclusion in traveling exhibits or outreach activities outside the museum, the lender will be approached for written permission for these uses. All offers of long-term loans will be initially accepted into temporary custody (see below), pending review by the museum's Collections Advisory Committee and final consideration by the AHF board. Items not accepted by the AHF board will be returned to the lender as soon as possible.

Photography - Unless loaners specify that their loaned items may not be photographed or videotaped, the museum, shall allow any and all materials on loan to be photographed or videotaped by the general public and by museum staff for personal or non-profit purposes. If there is a request to photograph or videotape items on loan for profit making purposes, the owner of the collection shall be contacted for their permission.

Loan Termination - If the lender wishes to terminate the loan at any point during the agreed loan period, he or she must provide the museum with written notice and at least sixty (60) days from the time of notice to process the request. Longer notice periods for larger collections, or those used in an exhibit, may be specified in loan agreements. The museum will only release loaned materials to the custody of the lender, or the lender's agent, verified in writing by the lender, unless the lender preauthorizes the Alutiiq Museum to oversee loans of their property for research, exhibition, and educational

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purposes. This authorization will be part of the signed loan agreement for the care of the lender's property.

Change of Ownership - If legal title to the material changes during the period of the loan, the museum will prepare a new loan agreement to reflect the new lender. It is the lender's responsibility to keep the museum informed of any changes in their address or ownership during the period of the loan.

Unclaimed loans abandoned property - If the museum is unable to contact the lender at the close of the loan period, or the lender fails to reclaim the loaned material, then the Alutiiq Museum shall follow the provisions set forth in Alaska State Statute Sec. 14.57.200, commonly referred to as the Alaska Museum Abandoned Property Law, for any loan that is unclaimed.

Provenance – the museum will not borrow material that it has reason to believe has been acquired in an unethical manner. Neither will the museum borrow material whose method of acquisition violates the UNESCO Conventions, CITES, state and federal wildlife laws, state and federal antiquities laws, NAGPRA, or any other pertinent local, state, national, or international laws. With the exception of materials covered by the Alutiiq Museum's existing agreements with Kodiak land manager and landowner for the care of poorly provenienced archaeological materials, the museum will not knowingly borrow material for which the lender does not hold good title. It is the responsibility of the curatorial staff to exercise their judgment in ascertaining that loan material does not fall under one of the above prohibitions.

2. Temporary Custody - The Alutiiq Museum shall accept material left temporarily for identification, and examination for loan, acquisition, or study. Temporary custody agreements will be for a limited period, not to exceed one year, and all objects will be subject to the same conditions as those outlined above for incoming loans.

To facilitate repatriation activities and the reburial of Alutiiq ancestors, human remains may be held in temporary custody at the request of a repatriating Alutiiq tribe.

3. Outgoing Loans - The museum will loan objects from its permanent collections to other museums, cultural organizations, and individuals for display, research, and educational purposes. All loans will be made at the discretion of the museum's collections manager and the executive director, who will assess the ability of the proposed borrower to provide appropriate physical and spiritual care, ensure security, as well as the Alutiiq Museum's potential needs for access to the material, and the potential risks of the loan. The requesting organization must ensure that the objects borrowed will receive a level of care, documentation, environmental stability, and security that is at least equal to that provided on the museum premises. Assessment of these criteria will be made through an on-site evaluation and review conducted by a member of the museum's curatorial staff or executive director, or by review of a loan request proposal that details the purpose of the loan and a facility report that details the care of the proposed loaned objects by the borrowing organization.

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If a collection is on loan to the museum, the lender will be contacted for permission to lend items of their property to another individual or organization, unless the lender has preauthorized the Alutiiq Museum, in writing, to approve, coordinate, and oversee off-site loans.

Materials subject to NAGPRA will not be loaned.

Materials for which the museum cannot determine legal ownership will not be loaned. This provision does not apply to unprovenienced artifacts in the Museum's Teaching Collection – which are held in trust for the public under a Memorandum of Understanding with all of Kodiak's major landowners with the understanding that they will be used broadly for educational activities.

Materials from the museum's Teaching Collection are designed to be loaned to a broader audience than objects from the museum's other collections. The museum may loan objects from the Teaching Collection to educators, artists, community groups, researchers, and individuals for use in cultural events and educational opportunities. The museum will allow these objects to be handled and used for traditional purposes. All loans from the Teaching Collections will be made at the discretion of the curatorial staff on a short-term basis, so that the objects will be continually available to the community.

Objects loaned by the Alutiiq Museum remain insured by the museum's policy while in transit to and from the borrower's facility and while in the borrower's care. However, the museum may require the borrower to arrange for valuations of the loaned material by a mutually agreed upon third party and purchase additional insurance.

Where appropriate the borrower will be responsible for consulting the Alutiiq tribe and ANCSA Corporation most closely associated with the objects to ensure that their transportation, care, and display, are consistent with tribal values.

All loans will be made in accordance with international, federal, state, and local regulations pertaining to the treatment of archaeological materials, and materials from protected and endangered species.

J. Insurance and Risk Management

The Alutiiq Museum's collections are insured on the premises of the Alutiiq Museum, and as a general rule while in transit and while in the custody of borrowers as negotiated through loan agreements or contracts. Lenders to the museum are to be advised that the Alutiiq Museum can only afford to maintain limited insurance coverage, and they may wish to purchase their own insurance. If so, the museum must be given a certificate of insurance that names the museum as "additional assured" for the duration of the loan, or that waives subrogation against the museum. The museum shall not accept responsibility for any error or deficiency in information that a lender furnishes to their insurance carriers, nor for any lapses in a lender's coverage.

Risk management is the responsibility of every museum staff member and any alterations in the level of security or the state of the museum's environment are to be dealt with promptly.

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The museum will maintain a disaster plan that provides for the care of collections in the event of a museum emergency. At a minimum, this plan will be practiced annually and reviewed in detail by the curatorial staff every five years to ensure preparedness. The emergency plan will include special provisions for the care of sacred items and culturally sensitive information to ensure that these special collections are managed appropriately in the event of a disaster.

K. Care and Maintenance

The administration and curation of the Alutiiq Museum's collections shall be done in accordance with the highest standards of museum practices and in consultation with professional conservators and other museum professionals as needed. The museum's collections manager will establish and maintain a Collections Procedures manual to aid the curatorial staff in the daily care of collections and to provide a record of collections care for future museum staff.

Given the substantial amount of time and resources necessary to complete object cleaning, conservation, and cataloging, the museum will only accept collections if;

1. they are reasonably cleaned, conserved, catalogued, and accompanied by an object inventory and relevant collections documentation;
2. or if the lender has an agreement with a qualified technician or researcher to complete cleaning, conservation, cataloging, and the production of an inventory;
3. or if the lender agrees to pay the museum for the costs of completing any necessary cleaning, conservation, cataloging, and inventorying;
4. or if the collection is less than 100 pieces and the collections manager believes that object care and documentation will not place a substantial burden on the museum staff.

As a general rule, the handling of objects in all museum collections will be kept to a minimum to assure the protection and preservation of specimens. Items in the Teaching Collection may be handled more often, but the care and handling of delicate objects within the collection is at the discretion of the curatorial staff.

Items not on display or undergoing conservation will be kept in one of the museum's secure collections rooms. Incoming archaeological materials may be left in the locked lab during processing. Additionally, materials undergoing freezer treatment will be locked in the lab freezer during the treatment.

Items in the Teaching Collection will be stored in close proximity to each other to increase their accessibility and ensure that they remain separate from objects in the permanent and repository (long-term loan) collections. Teaching Collections materials may be stored outside the museum's collections room, in secure locked areas.

Access to secure collections storage will be limited to permanent staff members. Visitors, volunteers, and temporary staff may access collections only under the supervision of a permanent staff member. Further procedures for the curation and care of materials shall be outlined in a procedures manual maintained and updated by the museum's collections manager.

Alutiiq Museum Collections Policy

L. Inventories

To keep accurate collections records, including the location and condition of objects, museum collections are subject to two types of inventories:

1. “section-by-section” inventory - inventory done on a scheduled basis, rotating areas or collections for inventory and;
2. “spot” inventory - inventory done sporadically to check the accuracy of records and the location of a small percentage of the collections.

Upon request or when deemed necessary by the AHF Board, or as determined by the collections manager or the executive director, the collections manager is responsible for coordinating collections inventories. At minimum, a spot inventory must be completed every two years.

M. Evaluations and Appraisals

Employees of the museum shall not make appraisals (statements of monetary value) to establish the tax-deductible value on items offered to the museum for any reason. Evaluations may be made solely for internal use, such as valuations for loans.

No employee shall identify or otherwise authenticate cultural artifacts under circumstances that could encourage or benefit the illegal, unethical, or irresponsible traffic in such materials or when there is reason to believe such identifications will be used primarily for commercial purposes. Identification may be given for scientific or educational purposes or in compliance with the legitimate requests of tribal organizations, governmental bodies, or their agents.

N. Ethics

To ensure that the museum’s Board of Directors, Executive Director, staff, and volunteers recognize the minimum ethical requirements for collections care and stewardship, the following ethical standards are established;

1. The museum’s Board of Directors, the Executive Director, staff, and volunteers shall place the stewardship of collections as a high priority when considering the affairs of the museum. Stewardship includes the documentation, preservation, and proper use of all items in the museum’s variety of permanent, loaned, and teaching collections.
2. All museum board members, the Executive Director, staff members, and volunteers are prohibited from using any collection object or their special access to collection objects for purposes other than official museum business. This does not include research projects approved by the Executive Director
3. No museum board member, the Executive Director, staff member, or volunteer may buy, trade, or receive a deaccessioned collection object.

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4. No museum board member, the Executive Director, staff member, or volunteer may assert personal privilege over the acquisition, disposition, or use of any collection object.

5. The Alutiiq Heritage Foundation believes that collecting activities should promote the public good rather than personal gain. Conflicts of interest, or the appearance of impropriety, may arise when any museum board, staff, or volunteer personally collects items which are similar to objects collected by the museum. As such, no museum board member, the Executive Director, staff member, or volunteer may

- a. Actively collect archaeological materials, either legally or illegally, for private use
- b. Compete with the museum for the purchase of items offered by private collectors, artists, or public agencies to the museum's collections
- c. Purchase objects offered for sale from the Alutiiq Museum's collections
- d. Bring personal collections of materials like those in the museum's collections into the museum, unless approved by the collections manager for a museum related purpose. This includes personally owned items used in office decorating.

A board or staff member who anticipates a potential conflict of interest in personal collecting should seek advice from the museum's collections manager. Any suspected improprieties should be reported to the museum's Executive Director or a member of the Collections Advisory Committee so they may be addressed by the AHF Board of Directors.

6. While the museum recognizes the outstanding monetary and labor contribution of its members and volunteers, control of collection objects rests 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.

IV. REVIEWING THE COLLECTIONS POLICY

Formal review of this collections policy will take place at least once every five years from the date of last review. Proposed changes or amendments to this policy shall be brought to the attention of the Alutiiq Heritage Foundation's Board of Directors by the museum's collections manager. The AHF Board shall review the proposed changes and enact any revisions they believe to be necessary.

This policy was first adopted by the Alutiiq Heritage Foundation Board of Director in June 29 of 1999. The policy has been reviewed and changes adopted by the AHF Board as follows:

- Reviewed in the spring 2004, adopted on March 30, 2004.
- Reviewed in December 2005, adopted in January and October 2006

Alutiiq Museum Collections Policy

- Reviewed in the fall of 2007, adopted on November 19, 2007
- Reviewed in June 2008, adopted on November 25, 2008
- Reviewed in March 2010, adopted on June 22, 2010
- Reviewed March 2014, adopted on April 8, 2014
- Reviewed April 2019, adopted on May 21, 2019

The current version of the policy was reviewed in October of 2023 with adoption of changes on December 5, 2023.

APPENDIX A Caring For Kodiak's Unprovenienced Artifacts

INTRODUCTION

The Kodiak archipelago has an unusually rich archaeological record. More than 1,000 ancestral sites spanning the past 7,500 years document the heritage of the Alutiiq people. Because many of these sites hold well-preserved assemblages of artifacts and many are eroding – artifacts are a common find. Kodiak Islanders have been collecting artifacts for generations and many families have personal collections.

Since its inception in 1995, the Alutiiq Museum has worked to preserve Kodiak's archaeological resources by educating the public about their value, leading field research projects, and involving volunteers in the study and preservation of archaeological resources. On Kodiak there is now a growing respect for Native heritage and a recognition that artifacts have value – not just as curios, but as items of Alutiiq ancestry.

PURPOSE

Renewed respect for Alutiiq heritage has led to the return of many amateur artifact collections. The Alutiiq Museum is continually offered old collections, many of which have little or no provenience information. The museum cannot legally acquire these items, as their title is unknown. However, the museum feels a strong stewardship responsibility towards these collections. This understanding between the Alutiiq Museum and all of Kodiak's major landowners (federal, state, municipal, and Alutiiq), establishes a set of guidelines for dealing with unprovenienced archaeological materials from the Kodiak archipelago and names the Alutiiq Museum as an appropriate entity for their care.

TERMS

In recognition of the Alutiiq Museum's unique role as a cultural center, an educational institution and an archaeological repository we, _____, recognize the Alutiiq Museum as an appropriate entity to care for unprovenienced archaeological collections from the Kodiak archipelago. We understand that in accepting such materials, the museum may unknowingly accept materials inappropriately taken from lands owned or managed by our organization.

In return for this recognition, and for the trust we are placing in the museum to care for archaeological resources for the public good, we understand that the Alutiiq Museum will;

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1. Add unprovenienced archaeological artifact offered by donors to its Teaching Collection only, following the guidelines of its board approved collections policy. No unprovenienced artifacts will be added to the permanent collection; and
2. Document unprovenienced artifacts with catalog numbers, inventories, etc. to maintain a professional record of the objects entrusted to the museum's care; and
3. Share unprovenienced artifacts with the public through hands-on educational programs, exhibits, and short-term loans; and
4. Return any unprovenienced artifacts to their rightful owner should ownership be determined; and
5. Provide a summary of the unprovenienced artifact collections in the museums care to upon request; and
6. Continue its efforts to promote archaeological site preservation and discourage the collecting of artifacts by amateurs through public education, heritage preservation programs, professional field research, and advocacy.

Signators To Date:

Akhiok-Kaguyak, Inc.

Afognak Native Corporation

Bureau of Indian Affairs

Bureau of Land Management

City of Kodiak

City of Larsen Bay

Kodiak Island Borough

Koniag, Inc.

Leisnoi, Inc.

Natives of Kodiak, Inc.

Old Harbor Native Corporation

Ouzinkie Native Corporation

State of Alaska

U.S. Coast Guard

U.S. Fish and Wildlife Service

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APPENDIX B

Definitions

Acquisition – an addition to the museum’s collections; and the discovery, preliminary evaluation, negotiation for, receiving permission to copy (in the case of documentary materials) and taking custody of material(s) for addition to the collections of the museum.

Accession – the formal process used to accept and record an object as part of the permanent collection.

Born Digital – any document, image, recording, piece of artwork, etc. whose original format is digital, e.g., an original image produced on a digital camera, a manuscript produced in a word processing program, and an original audio file produced with a digital recorder.

Digitized / Digitally Reformatted – a digital file created from the analog (non-digital) version of an item, e.g., a digital scan of an historic print, a photograph of an art piece, a pdf file of a scanned manuscript.