

ALUTIIQ MUSEUM & ARCHAEOLOGICAL REPOSITORY

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EXHIBITION POLICY

I. INTRODUCTION

The Alutiiq Heritage Foundation (AHF) recognizes that exhibits are an integral part of the Alutiiq Museum's educational programs. As such, the museum displays artifacts, photographs, natural history specimens, and contemporary works of art in galleries that are accessible to the public. Here, students, teachers, researchers, community members, and tourists can learn about Alutiiq traditions and expand their understanding of different cultures and ideas. Through its exhibits, displays, hands-on gallery activities, educational handouts, presentations, and use of publications and digital media, the museum's gallery promotes both informal, self-directed learning and community interaction and exchange. In the museum gallery, patrons can explore and discover in special ways. To guide this process of discovery, the AHF Board has established the following exhibition policy.

II. GENERAL PROVISIONS

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 museum exhibitions. The procedures for meeting these responsibilities are outlined below.

The AHF entrusts decisions regarding the selection, creation, administration, installation and care of exhibits—permanent, temporary and traveling—to the museum's executive director. The Executive Director will have the authority to establish permanent museum displays, create temporary shows, contract traveling exhibits, and design traveling and off-site exhibits. The Executive Director will also set the exhibition schedule, determining the frequency with which exhibitions are changed and traveled, the ways that objects entrusted to the Alutiiq Museum's care are incorporated in exhibits, and whether the museum shall develop digital presentation of museum exhibits.

This work will follow the provision of the museum's Code of Ethics, Personnel Policy, Collection Policy, Interpretive Plan, Technology Policy, and Guidelines for the Spiritual Care of Objects, as well as professional standards of exhibit fabrication, exhibit management, museum security, collections management, and conservation.

B. Compliance with State and Federal Laws All exhibited materials and exhibition activities will comply with state and federal laws, and any applicable international treaties, that govern antiquities management, wildlife protection, the treatment of human remains, and respect for copyright laws. These include but are not limited to:

- Antiquities Act of 1906
- National Historic Preservation Act of 1969
- National Environmental Policy Act of 1969
- Archaeological and Historic Preservation Act of 1974
- Archaeological Resources Protections Act of 1979
- Alaska Historic Preservation Act of 1971
- Native American Grave Protection and Repatriation Act of 1990 (NAGPRA)
- Migratory Bird Act of 1918
- Marine Mammal Protection Act of 1970
- Endangered Species Act of 1973
- Paleontological Resources Preservation Act of 2009
- Indian Arts and Crafts Act of 1990
- Copyright laws

C. Exhibit Content All exhibits, whether permanent, temporary, or traveling must be related to the museum's mission of preserving and sharing Alutiiq history and culture. The Alutiiq Museum will primarily exhibit materials reflecting the prehistoric, historic, and contemporary culture, language, and history of the Alutiiq people. To promote understanding of Alutiiq heritage through comparison, exhibits may also focus on the heritage of related or neighboring Native groups, contemporary issues or events of concern to Native peoples, and the natural history of northern environments.

D. Types of Exhibitions The museum recognizes three types of exhibits—permanent, temporary, and traveling as defined below.

1. Permanent Exhibits – The Museum maintains a display space for its permanent exhibits. Generally, these exhibits are installed for the long term, for an unspecified period of more than a year. Permanent exhibits are installed and maintained by the museum's curatorial staff, especially the Exhibit Manager, and designed to support the museum's interpretive goals.

2. Temporary Exhibits – The museum maintains display space for temporary exhibits. Generally, these exhibits are installed for a specified period up to three years. Temporary exhibits may include shows created by the Alutiiq Museum or loaned to the Alutiiq Museum by others. Traveling exhibits (see below) may be displayed in the Alutiiq Museum's gallery as temporary exhibits. Temporary exhibits loaned to the museum by other organizations are overseen by the

curatorial staff, especially the Exhibit Manager. Temporary exhibits created by the museum are installed and maintained by the curatorial staff.

3. Traveling Exhibits – On occasion, the Alutiiq Museum creates exhibits for off-site display. Traveling exhibits are created and cared for by the museum’s curatorial staff, especially the Exhibit Manager.

E. Selection of Exhibit Materials The selection of materials for exhibition is made at the discretion of the museum’s Executive Director in reference to the museum’s interpretive plan and long range strategic plan.

The Alutiiq Museum reserves the right to display any item acquired by the museum through field collection, loan, gift, bequest, donation, transfer, exchange, purchase, commission, or museum project. Additionally, following the museum’s Collection Policy, the museum may borrow items expressly for use in exhibits as short-term loans not to exceed three years.

The museum will not accept objects, as either donations or loans, with stipulations that the objects must be exhibited. However, donor and loaners may specify a credit line to be used if an object is displayed.

Objects being considered for exhibit will be reviewed for vulnerability, preservation needs, spiritual care, and access restrictions.

Although the museum recognizes the importance of displaying original artifacts, photographs, and manuscripts, staff may substitute replica items for very fragile and/or valuable objects. All replicas will be clearly labeled as facsimiles.

The following materials will not be exhibited at or by the Alutiiq Museum:

- Human remains, including photographs, drawings, or casts of such remains
- Sacred or culturally sensitive Alutiiq objects that are deemed inappropriate for display, following the museum’s Guidelines for the Spiritual Care of Objects;
- Sacred or culturally sensitive items from another cultural group, unless the museum has the express written consent of that group; and
- Objects that reflect the appropriation of any indigenous culture. Appendix A provides a flowchart for identifying cultural appropriation.

F. Access to Exhibited Objects Objects mounted in a museum exhibit may be observed by researchers as exhibited, but as a general rule, will not be unmounted or removed from a display to accommodate research projects, photography, or loans.

G. Photography Museum patrons will be allowed to photograph items in museum exhibits—permanent, temporary, or traveling—for personal use. However, due to the sensitive condition of many of the objects in museum displays, flash photography will not be permitted in the gallery. All other requests to photograph museum exhibits (for non-profit and commercial purposes) will be forwarded to the Executive Director or Curator of Collections, who will determine whether the intended use is in keeping with the museum’s mission, the physical and spiritual care of the objects displayed, the values of the Alutiiq people, and the museum contractual obligations to object and exhibit loaners.

Commercial photographers may be assessed a publication fee for a one-time non-exclusive use of each photograph of a museum exhibition selected for distribution. All commercial photographers are required to sign a Photo Use Request Form outlining their project, and to provide the Alutiiq Museum with one free copy of the publication or broadcast in which images of museum exhibits appear.

The Alutiiq Museum reserves the right to take photographs of loaned exhibits installed in its gallery for use in museum publications, publicity, and institutional records.

H. Security

The Alutiiq Museum is committed to creating a safe, secure space for its visitors, board, staff, and volunteers, and for the collections in its care. As such, museum security is an essential responsibility of every member of the museum’s community. Safety is a broad issue, covered in multiple museum policies and procedures. The following procedures apply specifically to exhibit security.

The museum will maintain an electronic surveillance system that includes door alarms and security cameras in its gallery. Procedures for managing the alarm system and the use of museum keys are outline in the museum’s security procedures available from the Curator of Collections.

When the museum gallery and/or store are open to the public, two staff members shall be present in museum facilities at all times. At least one of these staff members must be accessible to visitors in the museum’s public space. When large groups of visitors are present, staffing of the gallery will be increased to ensure visitor and collections safety.

Exhibit cases will be locked or otherwise inaccessible to museum visitors. All exhibited material not displayed in a case will be securely mounted to a display to prevent handling, damage, or theft.

A museum staff member shall complete a daily gallery walk through to identify and manage potential visitor hazards, and to visually inspect objects and displays.

I. Insurance Items loaned to the Alutiiq Museum for exhibition are covered by the Museum's insurance policy while on the premises of the Alutiiq Museum, and as a general rule while in transit to and from the museum as negotiated through loan agreements or exhibition contracts. However, lenders to museum exhibitions will 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 Alutiiq Museum must be given a certificate of insurance that names the Alutiiq Museum as "additional assured" for the duration of the exhibit loan, or that waives subrogation against the Alutiiq Museum. The Alutiiq 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.

J. Conflict of Interest To avoid conflicts of interest and even the appearance of impropriety, the museum will only exhibit work by board members, employees, and volunteers when the selection of those works can be shown to be unbiased and transparent.

This does not include creative works (text, images, objects, or media) produced by board members, employees, or volunteers as part of their service to the museum. Following the museum's Code of Ethics, all creative works produced with museum resources (e.g., staff time, facilities, equipment, supplies) during or as part of a museum function, are the property of the museum, and available for use in museum exhibits.

Creative works owned by the museum and selected as display components will be labeled as the museum's property, to avoid promoting the individuals who govern, work, and volunteer for the museum.

III. TEMPORARY EXHIBITS

Temporary exhibits enrich the museum's displays by expanding the range and depth of exhibit topics and involving a wider variety of objects in museum displays. As such, the museum seeks to create and attract a diversity of temporary exhibits. As temporary exhibits often require collaboration with individuals and organizations, the following policies will assist these partnerships.

A. Providing Objects for Temporary Display All temporary exhibit collaborators (artists, researchers, exhibit curators, etc.) are responsible for providing the museum's curatorial staff with the objects intended for exhibit at least a month prior to their scheduled

installation date. Temporary exhibit materials will be loaned to the museum following the provisions for short term loans outlined in the museum's Collections Policy and they will be cared for by members of the curatorial staff. Failure to provide materials in a timely manner may result in the cancellation of a planned exhibit.

B. Labeling All temporary exhibit collaborators (artist, researchers, exhibit curators, etc.) are responsible for providing the museum with label information at least a month in advance of the installation of their exhibit's scheduled installation date. The museum reserves the right to alter, reproduce, and distribute this information in creating exhibit labels and exhibit related materials (brochures, websites, publicity). Failure to provide materials in a timely manner may result in the cancellation of a planned exhibit.

C. Publicity All temporary exhibit collaborators (artist, researchers, exhibit curators, etc.) are responsible for providing the museum's curatorial staff with relevant information (e.g., an artist statement, biographical details, a personal photo, etc.) to be used in press releases, media interviews, email broadcasts, social media, and other forms of exhibit promotion. This information must be provided at least a month in advance of the scheduled exhibit opening. The museum reserves the right to archive materials provide and developed for publicity.

D. Mounting & Installation The museum's curatorial staff will professionally mount objects loaned to the museum for temporary exhibition, unless the objects are already encased in an exhibition case that meets the museum's specification. Installation of all temporary exhibits will be completed by members of the museum staff. Exhibit collaborators and contract laborers may be solicited for help with moving, mounting, and installation, but will work under the direction of the museum's curatorial staff.

E. Exhibit Events The museum will determine the events, if any, to be scheduled in conjunction with temporary exhibits. If an event is to be held, museum staff members will make all related arrangements and host the event.

F. Selling Exhibited Works. Contemporary works of art displayed in a temporary exhibit may be sold to museum patrons. No price tags may be placed on displayed works, although the museum will alert viewers to the possibility of purchasing works in discretely placed exhibit signage. Artists who wish to sell exhibited works will provide the Alutiiq Museum Store with contact information and a price list to share with interested patrons. Artists are expected to contribute a 20% sales commission to the Alutiiq Museum for all works sold through a temporary exhibit.

The museum will not promote or participate in the sale of archaeological or paleontological materials included in temporary exhibits.

IV. TRAVELING EXHIBITS

Traveling exhibits allow the Alutiiq Museum to extend its reach. By traveling to other organizations and communities, exhibits produced by the Alutiiq Museum can reach the Alutiiq community more effectively, share collections more widely, and educate a broader audience about Alutiiq traditions. The museum's desire to fulfill educational goals, however, must be balanced with its responsibility to care for the objects of Alutiiq heritage. The following procedures govern the care of traveling exhibits.

A. Exhibit Loans In accordance with the museum mission statement, exhibits will be loaned to educational institutions, museums, cultural centers, Native organizations, and other organizations (e.g., municipalities) approved by the Executive Director to promote knowledge of Alutiiq culture and history.

Exhibit loans will be for a short-term period not to exceed three years. All loaned exhibits and the objects they contain must be returned to the Alutiiq Museum within three years of loan initiation.

All borrowers will complete a loan contract with the museum's curatorial staff unless the exhibit is traveling with a museum staff member and the staff member will be present during the entire period of exhibit display. In this case, the exhibit shall not be considered a loan, but a visiting display.

B. Authorization All exhibit loans will be authorized by the Alutiiq Museum's Executive Director or Exhibits Manager, by signing an exhibit contract on behalf of the museum.

C. Environmental and Handling Conditions The Alutiiq Museum will establish the environmental and handling condition for each traveling exhibit to meet the needs of the materials included in its displays and the types of displays included (e.g., encased vs. open air). These conditions may include provisions for temperature and humidity control, lighting, installation and mounting techniques, security, storage, and moving, and the length of the display period. Prospective borrowers are encouraged to provide the Alutiiq Museum with a facility report so the museum may evaluate the borrower's ability to meet environmental and handling conditions. Alternatively, museum staff members may assess environmental conditions through consultation with the borrower on the site of the proposed display.

D. Security Loaned exhibits must be stored and displayed in facilities protected by fire and smoke alarms, and must be guarded from damage and theft by responsible means.

E. Expenses The expenses of transportation to and from the borrowing institution will be borne by the borrower. In addition, the Alutiiq Museum may charge the borrower fees to design, fabricate, install, deinstall, or borrow an exhibit. Fees will be charged at the discretion of the Alutiiq Museum's Executive Director.

F. Insurance Generally, objects from the Alutiiq Museum's collections are insured while in transit and while in the custody of borrowers as negotiated through exhibit contracts. However, the Alutiiq Museum may require borrowers to provide additional coverage, at the borrower's own expense, with a fine arts insurance policy purchased at an amount established for the exhibit by the Alutiiq Museum. In this event, evidence that insurance coverage is in full force and effect must be given to the Alutiiq Museum before the exhibit leaves the Alutiiq Museum for the borrowing institution.

G. Credits The Alutiiq Museum must receive clear and prominent credit in all traveling exhibits and in the publicity associated with loaned exhibits. Copies of all press related to the exhibit must be sent to the Alutiiq Museum.

H. Publications The borrower may not reproduce the objects included in an Alutiiq Museum traveling exhibit in any medium, including photographs, except for the express purposes of exhibit related publicity or educational programming, without written permission from the Alutiiq Museum.

I. Other Rights The Alutiiq Museum reserves the right to require other safeguards in establishing exhibit loans, to inspect loaned exhibits on location at borrowing institutions, and to withdraw loaned exhibits at any time if conditions specified in the exhibit contract are not established or maintained.

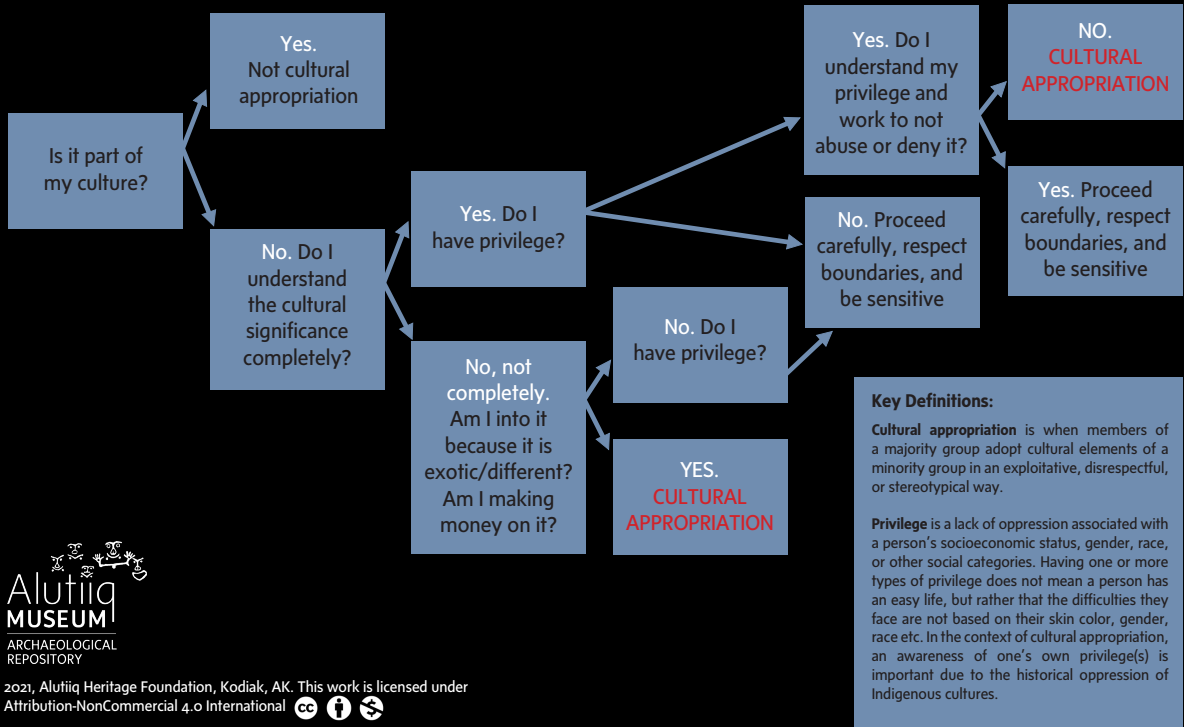
V. REVIEWING THE EXHIBITS POLICY

Formal review of this Exhibits 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 Executive Director. 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 Directors on March 30, 2004 and revised 2017 and 2022.

APPENDIX A
Cultural Appropriation Flow Chart

Is it Cultural Appropriation?



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Source: inspired by a chart from freshfeminism.tumblr.com