

ALUTIIQ MUSEUM & ARCHAEOLOGICAL REPOSITORY

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EXHIBITS POLICY

I. INTRODUCTION

The Alutiiq Heritage Foundation 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 a gallery that is accessible to the public. Here, students, teachers, researchers, community visitors 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, and film and video showings, the museum's gallery promotes both informal, self-directed learning and community interaction and exchange. In the museum gallery, patrons have the opportunity to 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 exhibits and insuring public confidence in the museum's exhibition practices. The procedures for meeting these responsibilities are outline 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 director will work with the museum's curatorial staff to establish permanent museum displays, create temporary shows, contract traveling exhibits, and design traveling exhibits, following the provision of the museum's Code of Ethics, Collection Policy, and Guidelines for the Spiritual Care of Objects, as well as professional standards of curation and conservation. The curatorial staff will set the exhibition schedule and determine the frequency with which exhibition and objects within displays are changed and traveled.

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, 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, the Marine Mammal Protection Act of 1970, and the Endangered Species Act of 1973.

C. Exhibit Content All exhibits, whether permanent, temporary or traveling must be related to the museum's mission of preserving and sharing Alutiiq heritage. 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 cultural groups, contemporary issues or events of concern to Native peoples, and the natural history of northern environments.

All exhibited objects must have a clear connection to the museum's mission and must be consistent with the intellectual content of the exhibit in which they occur.

To avoid conflicts of interest and even the appearance of impropriety, no board member or staff member may loan objects to a museum exhibition. However, museum staff members may fabricate replica objects for inclusion in an exhibit. These objects will be identified simply as a "museum replica". Similarly, exhibit sponsors may not contribute objects to an exhibit that they help to fund or facilitate. Any potential conflict of interest should be brought to the attention of the museum's director for review.

D. Types of Exhibitions The museum recognizes four types of exhibits – permanent, temporary, traveling and visiting displays as defined below. Permanent, temporary, and traveling exhibits are covered by this policy. Visiting displays, described below, are not covered by this policy.

1. Permanent Exhibits – The Museum maintains ca. 800 sq feet of display space for its permanent exhibits. As a general rule, these exhibits are installed for the long term, for an unspecified period, often more than a year. Permanent exhibits are installed and maintained by the museum's curatorial staff.

2. Temporary Exhibits – The museum maintain ca. 400 sq feet of display space for temporary exhibits. As a general rule, these exhibits are installed for specified period of one year or less. 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 museum manager with help from the curatorial staff. 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 travel to other organizations. Traveling exhibits are created and cared for by the museum’s curatorial staff.

4. Visiting Displays – On occasion, the Alutiiq Museum may create a display for public viewing outside the museum (e.g., a bank or hotel lobby, the high school commons, a classroom). Visiting displays do not fall under the provisions of this policy and may only include artifacts from the museum teaching collection. No other materials from the museum’s permanent collections may be included in such a display. Once approved by the museum director, such displays may be created and installed by any member of the museum staff.

E. Selection of Exhibit Materials The selection of materials for exhibition is made at the discretion of the museum’s director in consultation with the curatorial staff. Objects being considered for exhibit will be reviewed for their 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 to protect original pieces. All replicas will be clearly labeled as such.

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

- Human remains, including photographs, x-rays, drawing, 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 had the express written consent of that group

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 may be allowed to photograph items in museum permanent exhibits for personal use only. However, due to the sensitive condition of many of the objects in museum displays, the use of a flash is not permitted in the gallery unless the director provides an exemption.

All other requests to photograph museum exhibits (for non-profit and commercial purposes) will be forwarded to the museum director, 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 \$25.00 publication fee for a one time non-exclusive use of each photograph of a museum exhibition selected for publication / broadcast. 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.

H. Security 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 or theft.

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 exhibits 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 exhibit 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.

J. Recording Exhibit Activities The museum's staff will create archives of material related to each exhibit to be kept on file. At a minimum, this archive will include copies of exhibition grant applications, documentation of funding received for exhibition creation, documentation of any short term loans of objects for exhibit, a copy of the exhibit script, and copies of any exhibit related materials – e.g. brochures, educational handouts, press releases.

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 beyond the museum, the following procedures have been established to assist these partnerships.

A. Authority The Alutiiq Museum will maintain full control over the content and presentation of museum exhibits – permanent, temporary and traveling. While retaining full decision making authority, however, museum staff members may consult with lenders on the objects to be lent, and the care, arrangement and labeling of these objects.

B. Providing Objects for Temporary Display All temporary exhibit collaborators (artists, researchers, exhibit curators, etc.) are responsible for providing the museum curator with the objects intended for exhibit at least three weeks prior to their exhibit's 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.

Loaners will also be required to complete an exhibition agreement that establishes specific conditions for the exhibition of loaned materials (e.g., public photography, acknowledgements, etc.). A copy of this exhibit policy will be provided with each exhibit loaner when completing the exhibition agreement.

C. Labeling All temporary exhibit collaborators (artist, researchers, exhibit curators, etc.) are responsible for providing the museum with label information at least three weeks in advance 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, web sites, publicity). Failure to provide materials in a timely manner may result in the cancellation of a planned exhibit.

The Alutiiq Museum will make public the sources of all exhibit funds and exhibit loaners.

D. Publicity All temporary exhibit collaborators (artist, researchers, exhibit curators, etc.) are responsible for providing the museum manager with information (e.g., an artist statement, biographical details, photographs, etc.) to be used in press releases, media interviews, email broadcasts, web sit advertisements and other forms of exhibit promotion. This information must be provided at least three weeks in advance of the scheduled exhibit opening.

E. Mounting & Installation The museum's curatorial staff will, as necessary, professionally mount objects loaned to the museum for temporary exhibition, unless the objects are already mounted or encased in a manner the curatorial staff deems appropriate. Installation of all temporary exhibits will also be completed by members of the museum staff. Exhibit collaborators and contract laborers may be solicited for help with mounting and installation, but all mounting and installation will work under the direction of a museum staff member.

E. Photography The Alutiiq Museum reserves the right to take photographs of temporary and loaned exhibits installed in its gallery, and the objects included in these exhibits, for use in museum and exhibit record keeping, publicity and educational programming.

Loaners of exhibits and exhibit objects may elect to prohibit public photography of their displays or objects. This prohibition shall be established on the exhibit agreement form.

F. Exhibit Events The museum will determine and make all arrangements for the events, if any, to be scheduled in conjunction with temporary exhibits.

G. 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 may alert viewers to the possibility of purchasing works in discretely placed exhibit signage. Artists who wish to sell exhibited works will provide the museum manager with contact information and a price list, before the opening of the show, to share with interested patrons.

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

IV. TRAVELING EXHIBITS

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

A. Exhibit Loans In accordance with the museum mission statement, exhibits will be loaned to educational institutions, museums, cultural centers, arts organizations, and Native organizations to promote knowledge of Alutiiq culture and history.

Exhibit loans will be for a short term period not to exceed one year per institution.

All borrowers will complete a loan contract with the Alutiiq Museum 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 not covered by the conditions of this policy.

B. Authorization All exhibit loans will be authorized by the Alutiiq Museum's Executive Director 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, mounting and installation techniques, labeling, security, storage and moving. Additionally, prospective borrowers may be required to provide the Alutiiq Museum with a facilities report so the museum's curatorial staff may evaluate the borrower's ability to meet environmental and handling conditions.

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 established in the exhibit contract.

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 an exhibition fee.

F. Insurance As a general rule, 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 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.

G. Credits The Alutiiq Museum must receive clear and prominent credit in the display and publicity of loaned exhibits, and copies of all press clippings related to the exhibit must be sent to the museum manager.

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.

Approved by the Alutiiq Heritage Foundation Board of Directors on March 30, 2004.