Apostles Clock, 1889-1895, by Mathias Kitz.
Gift of Edward Kitz. OPM #5128
FORWARD

"Museums are America’s identity . . . composed of our values, our standards, our beliefs, our
accomplishments, and our aspirations - past and present."

Lois Shepard
Tenth Annual Report
Institute of Museum Services

". . . collections will always have a relative worth depending upon the degree of significance they
hold for different individuals - certain materials meaning more to some . . . and little to others.

But when regarded as a key to stores of knowledge, opening up facts and tracing
developments they relate to - and thus affording us an insight into the meaning of things and
furnishing a picture of progress - then the value of these materials is priceless."

Nile J. Behncke
First Director of the
Oshkosh Public Museum
1937
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INTRODUCTION

Generations of visitors have watched the hourly performance of the museum’s iconic Apostles Clock. Friends, family, and strangers representing different generations sit side-by-side waiting in expectation for the clock to strike the hour. It is a ritual that has gone on unchanged since the clock was completed. Perhaps without really thinking about it, those visitors depend on the Oshkosh Public Museum to preserve this unique symbol of Oshkosh, along with all the other artifacts held within our walls, and to make them accessible in various ways and formats. That is a responsibility we take very seriously. To ensure that the management of collections is professional in every way, we base our management on this policy.

Stewardship of collections is our highest priority. Despite the astonishing changes sweeping through the world of museums, the way in which any institution approaches the management of its collections still remains a direct reflection on its level of professionalism and how well it meets its mission. As generations pass, the value of our collection increases, so it is therefore essential that the management of our holdings be grounded on carefully conceived planning that contains adequate checks and balances.

Museums undergo change with each generation. The needs of the audience change and exhibition styles evolve, staff members retire or move on, and new challenges must be met. But in the face of change, the historic and artistic values represented by the collections remain firm, and well-conceived policies enable the museum to exercise a high level of consistency. Experience has shown that the Collection Management Policy is an institution’s single most valuable document.

Five generations of citizens have entrusted their stories to this Museum. The material culture of the past represents our shared heritage and is our gift to cherish and pass on to future generations. All the values and ideals we hold dear as a community and as a people are represented and preserved in the thousands of photographs, artifacts, letters, art, film and oral histories we hold. Our memories and ideals do not go in and out of fashion, but instead remain steadfast through the generations. So, too, will this Museum remain steadfast in the management of its collections.

Bradley Larson
Director
April 2011
**HISTORY AND MISSION**

For more than 90 years, the Oshkosh Public Museum (OPM) has been entrusted with the documentation, preservation, care, management and exhibition of material representing the history and heritage of Oshkosh and the Lake Winnebago region.

The Museum traces its origins to November 1905, when a group of prominent and progressive community leaders thought that Oshkosh should have a cultural institution. To achieve that, the founding group of citizens began aggressively seeking, acquiring and donating key historical materials related to the community and broader region. The artifacts and photographs were displayed on the second floor of the Oshkosh Public Library. By 1922, the Museum had outgrown the Library location.

About that time, Edgar P. Sawyer, a successful Oshkosh businessman and son of United States Senator Philetus Sawyer, donated his grand Tiffany-designed home and associated buildings and grounds to the city. After considering prospective uses for the property, a decision was made to create a publically supported museum and OPM opened its doors to the public on November 8, 1924. The collection quickly grew in both quantity and quality; the Museum expanded in 1982 with the addition of a three-level wing. Today OPM stewards a large, diverse collection of cultural heritage in the areas of history, anthropology, art and natural history numbering approximately 300,000 objects with an archive holding 65,000 images and 1,078 linear feet of material. OPM is one of the earliest public museums in Wisconsin and is accredited by the American Alliance of Museums (AAM).

On March 5th, 1998 the Museum Board reaffirmed the mission and vision of the Oshkosh Public Museum with the following statements:

**VISION**

The Oshkosh Public Museum will be a center for the preservation of our culture dedicated to bringing history and heritage to life through quality, creative, and unrestrictive educational experiences.

**MISSION**

Our mission is to identify, collect, document, preserve, and interpret material culture, ideas, and values representing Oshkosh and the Lake Winnebago Region. The Museum will strive to promote and nurture an understanding and an appreciation of this valuable legacy through easily accessible quality exhibitions, programs, publications and other educational experiences.

Drafted June 10, 1992
Museum Board, et al.
Formally Accepted on
July 2, 1992
Revised March 5, 1998
PURPOSE

The purpose of the Collections Management Policy (hereafter called the Policy) is to establish procedures and criteria for the acquisition, exhibition, preservation, management and disposition of OPM's permanent collections consistent with the Museum's mission and National Standards and Best Practices for U.S. Museums developed by AAM. This Policy will identify the duties and responsibilities of the Collections Staff, the Museum Staff in general, and the Museum’s governing bodies. The professional Staff, as agents of the Museum and keepers of a public trust, must act in a consistent, ethical, and legal manner. By following the guidelines established in this Policy, the Museum can achieve stability and continuity in the management of its collections and adhere to the highest professional standards and ethics and uphold its commitment to collections stewardship.


RESPONSIBILITY FOR IMPLEMENTATION

The Museum is a department of the City of Oshkosh and operates with a nine-member Board of Directors in addition to two alternates, along with the Superintendent of Schools and School Board President. Members are appointed by the Mayor and approved by the Oshkosh Common Council, based on established criteria. The Board advocates on behalf of the Museum, working to advance the Museum in all ways.

The Director with the assistance of Collections Staff consisting of the Archivist, Curators, and Registrar have the primary responsibility for implementation of this Policy. The Director acts in an advisory and approval capacity with regard to the Policy. Day-to-day collections-related activities remain the responsibility of the Collections Staff.

The Director’s monthly Board report shall include a review of significant acquisitions or deaccessions. At the discretion of the Director or by Board request, the monthly report may also include a review of significant collections management activities. A written overview and assessment of the Museum’s collections-related activities, prepared by the Director or Collections Staff, shall be made available to the Board of Directors for review upon their request.

STAFF RESPONSIBILITIES

The Director of the Museum works directly with the Board and Museum Staff in managing the operations of the Museum. The Director, guided by the policies and procedures outlined in this Policy, is responsible for the overall management of the Museum’s collection; ensuring the Museum and its activities abide by the law at the municipal, state, and federal level in addition to adhering to the AAM’s Code of Ethics. The Director delegates specific responsibilities to appropriate members of the Staff in managing the collections.

As with the Director, the Staff will be guided in their collections-related work by these policies and procedures. The primary goal for the Director and Staff is the protection and preservation of the collections. The immediate responsibility for the physical care of the non-archival collections lies with the Curators and archival collections with the Archivist; each of whom balance the need for conservation and maintenance of each object with the need for public access, research and exhibition needs, and funding. The Registrar is responsible for insuring the
well-being of the collections through proper risk management and for creating and maintaining detailed collection records and legal documents. The Registrar works cooperatively with the Curators and Archivist in preservation and exhibition activities of the collection.

PROFESSIONAL CONDUCT

The Museum’s mission is grounded in the tradition of public service and is operated for the public good through a blend of City of Oshkosh tax levy funding, Membership support, income, trust and private support. It holds collections and information as a benefit for those it was established to serve. Board members, Staff, volunteers and interns are committed to the interests of these beneficiaries. The Museum’s Institutional Code of Ethics* is guided by the following principles:

- The Museum is a good steward of its resources held in the public trust.
- The Museum is committed to public accountability and is transparent in its mission and operations.
- The governing authority, Staff and volunteers legally, ethically and effectively carry out their responsibilities.

The Museum is in compliance with all applicable laws, regulations and policies governing the acquisition, ownership and maintenance of cultural heritage. The Museum will not knowingly accept any artifact illegally imported or collected, or whose acquisition would encourage the illicit trade or damage to cultural/natural heritage objects, sites, or monuments. Furthermore, the Museum will not collect objects with unsatisfactory or questionable provenance.


FISCAL MANAGEMENT

The Oshkosh Public Museum is a non-profit organization under Section 170 (c)(1) of the Internal Revenue Service Code and is a department of the City of Oshkosh. The Museum is operated for the public good through a blend of City of Oshkosh tax levy funding, membership support, income, and foundation and private support. The Museum strictly adheres to AAM’s Standards Regarding Financial Stability stating that:

- The Museum legally, ethically and responsibly acquires, manages and allocates its financial resources in a way that advances and is loyal to its mission.
- The Museum operates in a fiscally responsible manner that promotes its long-term sustainability.

POLICY REVIEW AND REVISION

Monitoring and periodic review of the Policy is necessary to maintain its legitimacy and usefulness as a guiding core document for the Museum’s activities and the Staff that carries them out. Circumstances warranting review and revision are:
The Policy is inadequate and/or ineffective.
- Professional standards change and/or new professional standards are recognized.
- The Museum mission changes.
- The Museum changes its collections plan or scope.
- The Museum initiates new programs or activities that raise new Policy issues.
- If none of these circumstances occur, the Museum will review this Policy every five years or prior to re-accreditation activities.

While enforcement of the Policy is the responsibility of the entire Museum Staff, the Director designates that the Curator of Collections is principally accountable for the monitoring and revision of the Policy before review and approval by the appropriate Staff and the Board. The Curator of Collections will recommend a comprehensive review of the Policy by the Collections Review Committee (CRC) that consists of the Director, Curators, Registrar, and Archivist when circumstances warrant action (see Appendix A). When considering any alterations and/or additions to the Policy, the Committee shall be guided by AAM's National Standards and Best Practices for U.S. Museums. The Curator of Collections will perform all adjustments to the Policy with the approval of the Committee to ensure a system of control and to prevent disorder. Fundamental changes to the Policy require Board review and approval.

SCOPE OF COLLECTIONS

Since 1905 a small Museum existed in a single room at the Oshkosh Public Library and held a collection that included specimens of natural history, historical objects, relics or property of Chief Oshkosh, war artifacts, archaeological specimens, coins, ceramics, and old pictures. The collection quickly outgrew the Library space and in 1922, prominent Oshkosh lumber baron and businessman Edgar Sawyer donated his 1908 English Tudor Revival residence to the City of Oshkosh to be used for the “benefit of the public.” Following the gift of the Sawyer residence, a citizen committee recommended that a Public Museum be created. In 1924, the Sawyer Home was established as the Oshkosh Public Museum and the collection of cultural heritage was moved from the Library to the Museum. The Sawyer Home is the cornerstone of the Museum, is listed on the National Register of Historic places, and is an important part of the collection in its own right with interiors designed by Tiffany Studios. Initially, the Museum emulated other large encyclopedic museums resulting in an undefined, eclectic collection that concentrated on art exhibitions. After some time, it was determined that the Museum would focus its collecting practices to represent the archaeological, historical, and artistic record of the primary areas of the City of Oshkosh and Winnebago County. Collecting could also extend to the Lake Winnebago Region of East Central Wisconsin (see Appendix B), the State of Wisconsin and, in rare cases, beyond if the objects advance the Museum’s mission and meet the collecting criteria. An estimated 300,000 objects and archives have been collected and are held in trust by the Museum.

In keeping the mission, vision, and strategic objectives, the Museum collects cultural heritage that furthers the appreciation and understanding of following areas and will enhance existing relevant collections. Collecting shall be restricted to the following areas:
ARCHIVAL

The Museum collects a range of archival and photographic materials related to the City of Oshkosh and the Lake Winnebago Region. The archival collection may also include film, music, audio recordings, and various works on paper that reflect local activities, individuals, and/or events. While the Museum shall work to increase its holdings of archival and photographic sources, every attempt shall be made to ensure that the collection does not widely duplicate the holdings of other archives within the state.

ART

The Museum collects examples of various types of art which are important to the interpretation of life and artistry in the Region. Included in the latter sections are examples of the various styles and aesthetic movements of the early 20th century, including but not limited to Edwardian, Victorian, Arts & Crafts, Oriental, Art Nouveau, Colonial Revival. The Museum will also selectively collect examples of modern and contemporary art forms of the later 20th century and 21st century that are significant to the history of the region.

FINE ART

The Museum selectively collects works by recognized local artists who exhibit exceptional quality and will sustain existing works in its collection of American artists who worked during the period of the Sawyer home (1908-1922), as well as works from the American Impressionist period (1875-1920). These pieces represent the original core collection developed during the Museum’s formative years.

The Museum stewards a substantial collection of 1930s art as a result of the sponsorship of Wisconsin artists by way of two federal programs during the Great Depression, the Works Progress Administration (WPA) and the Federal Art Project (FAP). The Museum maintains pieces representing Wisconsin artists who participated in the WPA or FAP, or which depict the people, places, and cultural life of the Lake Winnebago Region and Wisconsin.

APPLIED/DECORATIVE/FOLK ART

The Museum collects examples of applied, decorative and folk art, significant and related to the understanding of life, culture, and artistry of the Lake Winnebago Region. This category includes forms of works that represent functional, utilitarian but ornamental works. These works will represent areas of design such as industrial, graphic, fashion, architectural and interior in mediums such as glass, ceramics, ivory, stone, wood, metal, textile, and lacquer. Included in this area are all forms of household, service, personal and professional wares in addition to furniture/fixtures, mosaic, stained glass, and tapestry art.

Within this category, the Museum collects works produced by regional artists, from all time periods, who have received recognition, have had an influence, or represent artistic endeavors on a regional or national level. The Museum also collects works created by regional unschooled artisans who have produced works that reflect and express the culture, values, and traditions of the Region. Special care will be given to selecting objects illustrative of a company or maker, a manufacturing process, a school of design or region, a historic time period, or representative of artists recognized to be influential to the development of applied, decorative or folk art.
ANTHROPOLOGY

The Museum collects various types of anthropological cultural heritage relating to and significant to the interpretation of the peoples and cultures of the Lake Winnebago Region. The Museum collects material culture concerned with aspects of human behavior, customs, and beliefs which serves to construct cultural chronology and life-ways, and further the discovery of the processes which motivate and form human behavior. Included in this category is archaeological, ethnographic, and linguistic material culture from indigenous and/or foreign, historic and/or contemporary cultures of the Lake Winnebago Region. The Museum also collects pre-historic cultural heritage that derived from geographically wide-spread cultures that further the understanding of the Region’s early and ancient history.

The Museum stewards a collection containing human remains and grave goods acquired early in the Museum’s history during expeditions and sanctioned excavations, however, the Museum no longer actively collects specimens of this nature. The Museum complies with all federal laws such as NAGPRA and has facilitated claims to repatriate human remains and mortuary objects to appropriate Native American tribes.

HISTORY

The Museum collects materials significant to the understanding of the multifaceted history of Oshkosh and the Lake Winnebago Region and which represent the cultural, social/societal values of the community. The Museum strives to represent all levels of society and collects objects from those time periods which represent early contact through the present time. The Museum collects historical objects that relate to and represent the development of the city and region along with the activities, events, and lifestyle of its community. Included but not limited are objects associated with regional demographics and development, economics, politics, industry, transportation, education, labor, scientific and technological developments, military participation, civic groups, sports and recreation.

NATURAL HISTORY

The Museum selectively collects and stewards a collection natural history specimens from the subject areas of zoology, botany, geology, and paleontology that are related, relevant and significant to the understanding of the Lake Winnebago Region. The Museum may enhance an existing collection with specimens to augment educational programming and exhibition.

Whenever possible or practical, the Museum will salvage and use birds and mammals from highway accidents or other similar sources provided the animals or birds were obtained in accordance with state and federal laws.

CATEGORIES AND USES FOR COLLECTIONS

Objects held by the Oshkosh Public Museum are divided into two categories, each with a subcategory:

1a. PERMANENT COLLECTION

Objects in this category receive a high level of care to ensure their preservation (see next section, “Collections Care”). They are accessioned and tracked in the Museum’s database, and if
1b. PERMANENT COLLECTION—MONITORED USE

On a case-by-case basis, Curatorial Staff may select certain permanent collection objects to be used as demonstration or performance pieces in public areas. These objects receive some handling or use by Staff or the public. Ongoing preservation for these objects includes an individualized report documenting expected use, specific safeguarding measures, and a regular monitoring schedule to check for wear and tear or abuse. Objects may be transferred from Monitored Use category into the Permanent Collection category if Curatorial Staff determines the monitored use is no longer safe for the object.

2a. NON-COLLECTION

These are expendable objects that may receive frequent hands-on use by staff and public and are for destructive use, as it is understood that through use they will eventually be consumed. Objects in this category are not accessioned though they are tracked in the database. If donated, they have certificates of gift indicating the donor’s knowledge that the objects will be used. They may leave the collection without following deaccession procedures. These objects are marked with a sequential “NC” number.* Objects may be transferred from Non-Collection category into the Permanent Collection category if Curatorial Staff determines that the object is significant and will advance the mission.

2b. NON-COLLECTION—EXHIBIT PROPS

These are pieces used in exhibitions or events for interpretive display and/or use. They are simply marked “PROP”* and do not receive numbers and are not tracked in the database.

*Note for Non-Collections Items: The purpose of marking them with either an “NC” number or “PROP” is to ensure these objects are not mistaken for permanent collections items.

ACQUISITION AND ACCESSIONS

ACQUISITION

The Museum seeks to enhance its collections by judiciously, ethically, and legally acquiring cultural and natural heritage that corresponds to and advances its mission and vision. The Museum will selectively acquire and develop collections related to the areas stated in this policy. In addition to their relevancy and consistency with the Museum’s mission, objects are considered for acquisition on the basis of various factors that include: quality, rarity, duplication of existing collections; artistic merit and aesthetics, intellectual value, attribution and provenance; budget/cost; size, volume, or quantity of the objects, storage needs, physical condition, preservation and maintenance requirements; restrictions of use; and potential for use in exhibition, programs and research.

The Curator of Collections and Archivist are primarily responsible for reviewing object donation offers and will determine whether to accept or decline potential acquisitions using the criteria and scope outlined in this policy. The Museum also maintains a Collections Review Committee (CRC) composed of the Director, Curators, Archivist, and Registrar who have the authority to
recommend and subsequently purchase items for the collection. Purchase decisions are based on majority vote. The Director has the authority to approve the expenditure of up to $1,000. The money shall be taken from the Collection Fund as approved by the Museum Board on July 10, 2003. This can be a single transaction or multiple transactions so long as the expenditure does not exceed $1,000. When the $1,000 has been expended, the Board has the option of authorizing additional funds. New acquisitions/accessions are reported to the Museum Board on a monthly basis.

**CRITERIA FOR ACCEPTANCE/MEANS OF ACQUISITION**

Collection building is fundamental to the successful implementation of the Museum’s mission and vision. Objects and archival materials are acquired through gift, bequest, purchase, exchange, abandonment, field collection or excavation, commission. Items considered for inclusion in the Oshkosh Public Museum's collections must meet one or more of the criteria established in this policy under “Scope of Collections.”

Objects are not accepted or otherwise acquired for the Museum's collections unless the following conditions are met:

- the objects are relevant to and consistent with the mission, purposes, activities, and collections criteria established by the Oshkosh Public Museum
- the Museum can provide storage, protection, and care for the objects under conditions that ensure their security and availability, for the purposes of the museum and in keeping with the standards accepted by the museum profession
- the present owner has clear authority, right or title to transfer ownership.

Title to all objects acquired for the Museum’s collections is obtained free and clear, without restrictions as to use, exhibition, or future disposition except in rare and extraordinary circumstances. If objects are accepted with limitations, the conditions will be stated clearly on the Deed of Gift and will be made part of the accession record for the object.

An example of a restricted gift would be acquiring a gift with the provision that all reasonable attempts be made for it be returned to the donor or his/her heirs should the Museum deaccession the item(s). Restricted gifts will be limited whenever possible.

No item will be acquired by the museum that is known or suspected of being illegally or unethically obtained, either in this country or its country of origin. (For more information, see November 14, 1970 UNESCO "Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property"). The Museum shall not knowingly and willfully accept or acquire any object that was illegally acquired or would support or encourage irresponsible damage to or destruction of sites, cultural properties, cultural monuments, or human burial places. However, the Museum may accept objects that have been confiscated and offered to the Museum by government authorities.

Due to the sensitive nature of sacred and spiritual material, acceptance of such material will be very carefully considered. Whenever possible and practical the Museum staff shall seek the counsel of appropriate spiritual leaders or educators in an effort to make informed decisions. Similarly, the study and exhibition of sensitive material shall be undertaken with the utmost respect and empathy for the group/people represented; see section "Cultural Property: Native American Collection and NAGPRA" on page 25.
PROCESS

Objects may be added to the collection by means of gift, bequest, purchase, exchange or any other transaction by which title to an object passes to the Museum. All objects accepted into the collection become the Museum’s exclusive property and, if unrestricted, may be displayed, loaned, retained or disposed of in the best interests of the Museum and the Public it serves. During the acquisition process, the Museum strictly adheres to best practice, professional ethics and the law. The Museum’s procedures assure prompt recording and full accounting of all accessioned objects.

TEMPORARY RECEIPT FORM

When an object is left with the Museum for consideration as a donation or sale, a Temporary Receipt form (See sample in Appendix C) is completed by staff and signed by the potential donor/seller and appropriate Museum staff. The potential donor/seller receives one copy of the form and the original form stays with the item(s). If the item(s) are returned to the potential donor/seller, the donor/seller acknowledges return of the item(s) by signing the Museum’s copy of the Temporary Receipt form which the Museum retains for its records.

DONATION INFORMATION FORM

The donor/seller may be asked to complete a Donor Information form (See sample in Appendix). This form records the history of ownership, use and/or other pertinent information.

DECLINED ITEMS

If the Museum chooses not to accept a proposed object, communication via telephone and/or electronic or hard copy mail will be sent. The potential donor/seller will be thanked and given a rationale for the decision not to accept the offer. Collection staff is responsible for contacting the potential donor/seller and for seeing that arrangements are made for the return or other agreed-upon disposition of unwanted item(s) left in the Museum’s possession.

ACCEPTED ITEMS

Deed of Gift Form

Objects accepted into the Museum’s collections will be acknowledged with a personalized letter of thanks signed by the Museum Director and mailed to the donor along with the two original and identical Deed of Gift forms (See sample in Appendix C). The Deed of Gift form includes the donor’s name, address, telephone number and a succinct description or list of the donated items. The donor dates and signs both Deed of Gift forms (thereby officially making the offer to the Museum) and returns them to the Museum for countersignature and date by the President of the Museum Board (a stamped signature is acceptable) and the Museum Director (thereby officially accepting the offer). One Deed of Gift form is returned to the donor for his/her records and the other Deed of Gift form is permanently retained in the Museum’s files and gives legal title of the item(s) to the Museum.
Certificate of Gift for Non-Collections Items Form

Items accepted for hands-on educational purposes or the Museum research library will be acknowledged with a personalized letter of thanks signed by the Museum Director and mailed to the donor along with the two original and identical Certificate of Gift for Non-Collection forms (See sample in Appendix C). The donor dates and signs both Certificates and returns them to the Museum for countersignature and date. One Certificate is returned to the donor and the other Certificate is permanently retained in the Museum’s files.

IRS/Tax Issues

Museum staff will not advise donors regarding tax deductions. Instead, staff shall encourage donors to contact their own tax counsels. Museum staff is prohibited from offering appraisals of donated objects and shall encourage donors to contact a qualified appraiser. Museum staff will not recommend an appraiser but encourage donors to contact their own tax counsel regarding obtaining an appraisal. Museum staff may be required to sign IRS Form 8283 thereby verifying that the Museum is a qualified tax-exempt entity if the donor acquires such form and requests signature. If the donor seeks appraisal while the objects are within the Museum’s custody, the Museum will make the objects available for assessment and/or can provide condition reports detailing the state of the objects when received.

Copyright Agreement

The Museum archives may acquire copies of original photographs when the donor elects to retain possession of the original photographs. In this event, the Archivist will use the Copyright Agreement (See sample in Appendix C) which transfers the copyright, including all title and interest as well as the exclusive rights of reproduction, adaptation, distribution and display by means of any device or process, to the Oshkosh Public Museum.

Nonexclusive License

The Museum archives may acquire copies of original photographs when the donor elects to retain possession of the original photographs and copyright. In this event, the Archivist will use the Nonexclusive License form (See sample in Appendix C) which allows the Oshkosh Public Museum, and other parties authorized by the Oshkosh Public Museum, to use the photographs for all standard museum purposes including displaying, lending, reproducing the work(s) by methods involving photographic, electronic or mechanical means and displaying, distributing, selling and transmitting such reproduction or images to the general public. Reproduction and transmissions may be released through media such as catalogues, books, brochures, postcards, posters, invitations, magazines, newspapers, prints, journals, films, television, slides, negatives, transparencies and computer web sites. All reproductions shall bear a copyright notice.

ACCESSIONING

Accepted items (either accompanied with a signed Deed of Gift for donations or an invoice or bill of sale for purchased items) are immediately accessioned into the Museum’s permanent collections using a numbering system to record the transaction. An accession folder is created with all pertinent paperwork generated during the transactions. No item is accessioned until the Museum has legal title and physical possession of the item(s).
CATALOGING

All accessioned items are cataloged according to professional standards that are normal to the pertinent discipline where each object is given a unique number. All catalog records are entered into the collections management system (database) and include a digital image along with description. Instructions for data entry of catalog records are maintained and provide for standardized catalog records as well as efficient data retrieval.

DEACCESSION AND DISPOSAL

Equally important to the guidelines and procedures outlined for acquisitions, the deaccession and disposal process serves to refine, strengthen, and maintain the Museum’s collections for the advancement of its mission. Deaccession is the formal change in recorded status of the object and disposal is the resulting action taken after a deaccession decision. The change of status is recorded upon completion of disposal activities. CRC members have the authority to recommend an object’s deaccession and the decision is made by a majority vote of the CRC. The determination to deaccession will be made with great care and will take into consideration all legal and ethical responsibilities. The process requires complete, candid discussion and disclosure of the intent, method, reason, and outcome. The Museum’s deaccessioning policies and practices shall remain consistent with accepted standards established by AAM. Deaccessions are reported by the Director to the Museum Board on a periodic basis by means of the Director’s weekly memo.

DEACCESSIONING AUTHORITY

It is the responsibility of Curatorial and Archival Staff to determine and recommend items for deaccession and disposal. Staff shall not be influenced in their decisions by members of the governing Board, City officials or their representatives, or any other groups associated with the Museum.

A member of the Curatorial or Archival Staff communicates recommendations for deaccession either in person or electronically. Members of the CRC subsequently discuss the merits of deaccession and each cast a vote with the outcome determined by the of majority. These discussions and votes are recorded and documented by the Registrar (see Appendix D).

- Items of $10,000 or less estimated value: Majority vote of the entire Collections Review Committee.
- Items of $10,001 or more estimated value: Majority vote of the entire Collections Review Committee and additional approval by the Museum Board of Directors.

DETERMINATION

Generally, objects in the Museum’s collections shall be retained as long as they continue to advance the Museum’s mission and the Museum is able to properly store and preserve the objects.
In determining recommendation for deaccession of an item(s), the following criteria from *Museum Registration Methods 5th Edition* (Rebecca A. Buck and Jean Allman Gilmore, eds. Washington, D.C.: American Association of Museums, 2010) are considered:

- Not within scope or mission
- Beyond the capability of the Museum to maintain
- Not useful for research, exhibition, or educational programs in the foreseeable future
- Poor, less important, incomplete, or unauthentic examples
- Physically deteriorated/hazardous materials
- Originally acquired illegally or unethically
- Subject to a legislative mandate, e.g., repatriation
- Subject to contractual donor restrictions the Museum is no longer able to meet

**PROCEDURES FOR DISPOSAL**

In determining the disposition of deaccessioned items, the Museum is concerned that:

- Prior to disposing of any object in the collections, reasonable efforts will be made to ascertain if the Museum is free to do so. If restrictions on the use or disposition of an object exist, the Staff shall either make reasonable efforts to comply with the original intent of the restrictions, or seek the advice of the City Attorney.

- Primary consideration be given to placing the deaccessioned item(s) through gift, exchange, or sale in another museum, library, or archive where it may serve the purpose for which it was initially acquired by the Museum.

- Items are not given, sold, or traded to private individuals including Museum employees, members of the Board, the Museum Auxiliary, Museum members or their representatives, or City of Oshkosh officials or their representatives.

**METHODS OF DISPOSAL**

The CRC determines the method of disposal which will be considered in this order:

1. inclusion into the Museum’s Non-Collection of hands-on, educational items. The date and new Non-Collection number is recorded in the object records.

2. donation to another museum, library or archive: the item is made as an unrestricted gift. A Transfer Statement form (see Appendix D) records the donation.

3. donation to an educational and/or research program/institution; this relates specifically to items that are so badly deteriorated or damaged that they are beyond reasonable conservation and can be used by conservation schools or educational programs wherein the objects are expected to be subject to physical destruction or deterioration through use. A Transfer Form records the donation.

4. exchange with another museum, library or archive; in return the Museum receives items of commensurate value which are deemed appropriate for its scope of collection. A Transfer
Statement is generated for outgoing exchanges, and a Deed of Gift form is generated for incoming items for exchanges.

5. sale through public auction. An Outgoing Receipt form is used for items sent to the auction house (see Appendix D); Outgoing Receipt forms are kept up to date until the sale of the items and receipt of payment from the auction house or return of the unsold item(s). Date and amount of sale is recorded in the deaccession records. All income derived from the sale of deaccessioned items is deposited in the Collections Fund where use is limited to new acquisitions and/or direct care of collections.

6. sale through a dealer. Payment from the dealer is received and items given to the dealer. Date and amount of sale are recorded in the deaccession records. All income derived from the sale of deaccessioned items is deposited in the Collections Fund.

7. physical destruction; this pertains specially to items that are badly deteriorated, damaged beyond reasonable conservation, inherently hazardous, and/or objects that the Collections Staff deem of little or no value. The deaccessioned item is disposed of. The date, method and name of person who disposed of the item(s), along with a witness to the destruction are recorded in the deaccession records.

Prior to releasing the item for disposition all marks or numbers which might identify the object as once belonging to the Oshkosh Public Museum may be removed unless it is deemed appropriate as a record of provenance (e.g. painting or other items sold at public auction.)

PUBLIC DISCLOSURE

In reply to a reasonable inquiry, the Oshkosh Public Museum shall make available the identity and description of collection items acquired or deaccessioned. All other facts pertaining to the circumstances of acquisition, deaccession, and disposal shall be adequately documented in the Museum’s permanent records.

LOANS

The Museum actively loans objects from its collection and seeks loans of objects the collection lacks as an important means of fulfilling the educational and scholarly purposes of its mission and vision, to provide public access to objects that are not in the Museum’s collections and to extend the availability of the Museum’s collections to others. All outgoing and incoming loans shall be mindful of the preservation needs of the objects and will be evaluated in light of the historical, cultural, and educational value of the exhibition for which the request is made.

OUTGOING

The Museum may lend items from its permanent collections to museums, galleries, institutions and organizations for educational and cultural purposes. In general, no loans will be made to individuals. Conservators and artisans are not defined as “individuals” for the purpose of this policy. Loans are made upon the approval of the Museum Director, subject to the general criteria and regulations governing loan requests (see Appendix E).

Consideration of loan requests is governed by the following general criteria:
1. The requesting organization must be a valid educational or cultural organization, or the request must in some way further the objectives and purpose of the Oshkosh Public Museum. As a general guideline, the Museum shall only loan to those organizations or institutions which have qualified and trained professional staff and resources to support the proper exhibition of the objects.

2. Security, conservation, and/or display measures must satisfy Museum requirements, the nature of which may vary with the type of item requested. Conservation concerns include temperature, relative humidity, light level, installation techniques, proper encasement, and handling. Inadequate security and/or care for objects on loan can result in immediate recall.

3. Loans are subject to the availability of Museum staffing, scheduling, and workload.

4. Generally, items presently on exhibition shall not be removed for loan purposes.

5. All loans shall be a specified period of time. For loans of longer duration, they shall be subject to an annual review, and subject to immediate recall by Museum staff should the contract terms be violated. Determination of loan renewals may be made by the authority of the Director.

6. The requesting organization must agree to observe the Museum’s regulations governing loans, and signify agreement by signing the loan form.

7. Even if the above conditions are met, loan requests may be denied if, in the opinion of the Director, the requested items are of such rarity, significance, condition, or are so related to ongoing needs that the loan would not be in the best interests of the Museum.

All loans are subject to the following regulations, which will be in force when agreements are made.

1. The borrower will insure the loan under his/her own policy, or the borrower agrees to assume liability for the loss or damage in lieu of insurance (this option is available only when the total value of all items lent for a specific period is less than $1,000). All works of art loaned from the permanent collection shall be insured. The borrower must provide a Certificate of Insurance.

2. The borrower must arrange and pay for shipping in both directions by methods approved by the Museum. This may be waived at the discretion of the Museum.

3. Items placed on public exhibition must be secured and protected by methods prescribed by the Museum.

4. Only persons designated by the Museum shall be permitted to handle, move, or pack items.

5. The borrower shall exercise extreme care to ensure safe handling and keeping of items throughout the duration of the loan.

6. No item may be altered or cleaned by the borrower without express permission of the Museum.
7. Borrowed items may not be photographed or used for any commercial purpose without specific advance approval from the Museum.

8. As a general rule, no objects from the Museum's collection may be loaned by the borrower to a third party. However, third party loans, such as object(s) participating in a touring exhibition, must be approved by the Director and are still subject to the loan conditions established by the Museum.

9. Any damage, vandalism, breakage, or loss shall be reported by the borrower immediately to the Museum. No object may be repaired or cleaned without express permission of the Museum. Preservation activities must be done with the Museum's knowledge and by its choice of collections care professional.

10. Packing for return shipping must be in the same manner and means as the original shipping unless otherwise specified or arranged with the Museum.

11. Borrower may be required to pay for all costs of preparing items for shipment as prescribed by the Museum. This may be waived at the discretion of the Museum.

12. The Museum may require, at the borrower's expense, that valuable, rare, significant loans be accompanied by a Museum staff member (both out-going and in-coming), and that packing and unpacking be done under the supervision of the Museum staff. This may be waived at the discretion of the Museum.

13. The Museum shall receive appropriate credit for all items on loan. Acknowledgment shall read: "From the Collections of the Oshkosh Public Museum, Oshkosh, WI. All Rights Reserved."

14. Appropriate loan forms prescribe the procedure and conditions for all loans. A complete record of loan transactions shall be kept as part of the Museum's permanent records.

15. Any variation from these listed regulations must be approved by the Museum Director and must be in writing on the face of the loan form.

INCOMING

1. Incoming loans may be accepted from individuals, institutions, or organizations for purposes of exhibition or current research at the Museum. All loans shall be for a specified period of time and must be approved by the Director and/or Curator of Exhibitions.

2. Generally, no indefinite or long-term loans will be accepted. Rare exceptions to this rule may be authorized by a majority vote of the CRC. The Museum may not routinely store and care for items belonging to others that are not required for exhibition or current research.

3. All loans to the Museum must have a completed Incoming Loan form executed and signed by appropriate Museum Staff and the lender. The loan form will become part of the Museum's permanent records. (see Appendix E)

4. The Museum will use reasonable care for loaned items, employ the same precautions exercised with its own collections, and adhere to exhibition and/or care requirements specified by the lender.
5. Unless otherwise notified by the lender in writing, the Museum assumes the right to photograph loaned items for publicity, catalog, or educational purposes.

6. Loans shall remain in the possession of the Museum for the time stipulated on the Incoming Loan form, but may be withdrawn from exhibit and returned at any time.

7. All items will be covered by the Museum’s insurance. It is the lender’s responsibility to establish an accurate and realistic value of the object being loaned.

8. If the lender elects to maintain his/her own insurance, the lender must sign the insurance waiver on the Incoming Loan form.

UNCLAIMED LOANS/LOAN CONVERSION

For items specifically identified as being on loan to the Museum, the Museum will follow 1993 Wisconsin Act 18 in regard to unclaimed loans/abandoned property. Every attempt will be made to either return the item to the original lender or legal heir or convert the loan to an unconditional gift under the procedures outlined in the 1993 legislation.

1. An item on loan to the Museum may be permanently acquired by the Museum if the item has not been claimed by the legal owner within 60 days after the notice is sent by certified mail, with return receipt requested, to the owner at the owner’s last known address by the Registrar, Director or Curatorial staff.

2. If the certified letter is returned because it could not be delivered to the addressee, public notice shall be published by the Museum once each week during two successive weeks in a daily newspaper circulating in the city of the lender describing the unclaimed item, giving the name of the reputed owner thereof, and requesting all persons who may have knowledge of such owner to contact the Museum. More than one item may be described in each of such notices. If the item is not claimed by the owner within 60 days following the final publication describing the item, the Museum may permanently acquire the item.

3. Items or loans in dispute shall be referred to the City Attorney for counsel.

4. Items acquired under this section shall be solely the property of the Museum and may be deaccessioned according to the Methods of Disposal noted in this policy. Proceeds from the sale of any such items will be deposited in The Collections Fund.

OBJECTS IN CUSTODY

All objects deposited with the Museum for the purposes informal artifact identification (see Appendix F), examination, and/or consideration for acquisition, shall be recorded on a Temporary Receipt form signed by the owner. A copy of the signed receipt is given to the owner and the Museum retains the original for its records. Such material will not normally be covered by the Museum’s insurance. Such objects are not to be deposited on the Museum’s premises longer than 30 days unless otherwise agreed upon. The Museum accepts no responsibility for notification of individuals for the return of such deposits. Objects not claimed may be considered abandoned property in accordance with the 1993 Wisconsin Act 18. In these
circumstances, Museum staff will seek counsel from the City Attorney before disposing of any object.

**DOCUMENTATION**

The Museum’s collection includes both the physical collection and its related documentation. As a significant intellectual asset, accurate and complete documentation has the ability to advance the Museum’s mission by increasing research opportunities, improving accessibility and enhancing preservation activities. When approved by appropriate Museum staff or entities, all existing information relating to the object, such as meeting minutes, correspondences, determining documents, reports, research, bill of sale etc. is given to the Registrar who maintains records to formally document the object’s acceptance into the collection. The Registrar assigns the collection transaction a permanent accession number and generates all paperwork related to the accession. The following records are completed by the Registrar for all acquisitions:

- Validation records (Deed of Gift, Letter of Appreciation): Signed by the Donor, Director, Registrar (witness), and Board of Directors President
- Accession/object file
- Database accession record
- Accession ledger entry

While the Registrar is the primary caretaker for documentation related to the collection, additional object documentation that may be developed, gathered, and or facilitated by the Director, Curators, Archivist, and the Registrar include:

- Temporary receipt
- Exhibition agreements
- Database catalog records
- Location records
- Loan records for borrowed or loaned object/specimens: certificates of insurance, contracts and facility reports.
- Marking and labeling
- Use records: condition reports, treatment reports, use of object for research, exhibition or education, publication.
- Legal documentation such as permits and claims
- Valuation records

**COLLECTIONS CARE**

The collections of the Oshkosh Public Museum represent the material culture of past generations and the collective memory of the community and the care of the collection is a continuing responsibility accepted by the Museum on behalf of the public. Therefore, the Museum shall act in a responsible manner to ensure the best possible physical environment for all items entrusted to its care by carrying out the legal, ethical, and professional responsibilities required to provide necessary care for all collections acquired, borrowed, or placed in the Museum. While the requirements of safe, long-term preservation shall be carried out to the best of the Museum's ability, the Museum shall have the option of deaccessioning items that it is unable to properly take care for.
USE/ACTIVITIES/HANDLING

The Museum considers the safety and preservation of the collection and records a paramount priority and responsibility.

The intended use or purpose (i.e., category of collection) of an object shall be determined and noted at the time of acquisition. Any proposed changes to the use or purpose of the item will be justified by the appropriate Museum staff and approved by CRC.

Professional standards and supplies will be utilized, under appropriate staff supervision, when handling or moving artifacts within the building and/or when packing and shipping.

Only trained staff, volunteers, interns and contractors are permitted to handle objects or collections records.

Museum staff, volunteers or contractors responsible for cleaning exhibit or storage areas shall adhere to object handling procedures and standards.

CONSERVATION

PREVENTATIVE CONSERVATION

It is a fundamental responsibility of the Museum to preserve and prevent the deterioration of its collection of cultural heritage through control of the environment in all storage and exhibition areas. The Museum manages a preventative conservation program which entails storing, displaying, handling and maintaining the collections in ways that promote long term stability and reduces deterioration. Preventive conservation activities include monitoring temperature, humidity and light in the Museum galleries and storage areas, developing methods for secure display and storage, and working with other staff members to ensure the safety of the objects during packing and transport.

The Museum recognizes that various types of objects require different forms of care. Many objects are composed of more than one material, each of which may respond differently to a variety of environmental factors. The major agents of deterioration to the collection are:

- Light
- Temperature and humidity
- Pollutants and contaminants
- Pests
- Direct physical forces
- Fire/water

With these factors in mind the Museum and its staff actively take steps to:

- provide a stable environment for the collection at all times and in all situations.
- handle the collection safely and responsibly.
• provide safe and secure storage for the collection in all situations, temporary and permanent.

• ensure that new acquisitions do not threaten the existing collection.

• ensure that the safe and stable conditions will be provided for outgoing loans.

• ensure that the Museum activities do not jeopardize the collection.

• ensure the appropriate environmental conditions for the collection and its records shall be monitored and maintained at all times within the limits of available facilities and/or resources.

• ensure that preventative and protective measures are taken and proper materials are used to minimize the damaging effects of the environment.

• ensure any hazardous materials are safely and appropriately used, stored and disposed of.

• inspect and monitor the use of living and dried plants within approved areas of the Museum. Staff should refrain from having live plants in offices.

• ensure all Museum spaces are kept clean and a program of routine maintenance is followed for collections on display and in storage.

Museum staff and visitors will abide by the following restrictions

• Smoking and/or use of electronic/vapor cigarettes are not permitted inside any Museum spaces.

• Live animals are not be permitted in the building other than living-assistance animals and/or if part of an exhibition and its related activities.

• In general, food and beverages are not permitted in the Museum exhibition galleries with the exception of several first floor galleries during events pre-approved by the Director. No food or beverages are permitted in collection storage areas. Food is typically restricted to the kitchen and lecture room. Staff may consume beverages in offices. All food related trash must be deposited in the kitchen waste baskets, and removed from the building after special events.

REMEDIAL CONSERVATION

While preventative conservation is the preferred method of care for the collection, at times remedial conservation treatment is necessary. Any repair or conservation of objects within the collection will be performed by skilled museum professionals/conservators. Any persons performing remedial treatments must provide proper documentation of objects before, during, and after treatment for object records.

Remedial Conservation Treatment decisions are guided by the following considerations:
• The actual condition of the artifact in need and the capacity of treatment to stabilize the problem and preserve the object.

• The priority of the artifact in need with regard to its historical significance, curatorial and educational objective of the Museum, and/or recommendation of a conservator.

• Financial and/or personnel resources available for treatment and maintenance of consequential needs that may result from treatment.

• Current understanding in the field of conservation, techniques, research, and methodology regarding treatments involving culturally sensitive material and consideration of the artists’ intent.

The Oshkosh Public Museum maintains membership with the Midwest Art Conservation Center (MACC) in Minneapolis, MN. All collection items selected for remedial conservation treatment will be sent to MACC or other professional conservators. On rare occasions when the Museum directs, monitors and records the treatment, conservation may be done by trained non-professionals. The CRC selects items for conservation by a majority vote of the entire committee.

EDUCATION

The Museum is committed to providing information, training, and professional development opportunities to Staff to ensure proper care of collections. In addition to work on its own collection, the Museum also seeks to represent, foster and promote preservation in the community at large. It is the role of the Museum to communicate the need for preservation in the community and demonstrate best practices in caring for collections. The Museum is aware that maintaining the collection according to standards and best practices has the automatic consequence of raising public awareness of preservation issues. The Museum may offer preservation workshops, however, the Museum acknowledges that these activities must be carefully and cautiously approached and performed by skilled professionals.

ACCESS, USE AND PHOTOGRAPHY

It is fundamental to the Museum’s mission to provide access to the Museum’s collection of cultural heritage while ensuring its security and preservation. While the Museum’s primary means for achieving this goal is through exhibition, it also provides access through its loan program and disseminates information about the collection through publications, programs and digitally through its website and social media outlets. In order to advance accessibility to the collection, the Museum supports scholarly investigation and research in order to document, publish, and advance understanding of the Museum’s collections as well as contribute to broader academic and public discourses.

Access, use and/or photography policies of the Museum’s collections may involve forms and fees (see Appendix G). Usage of images of the permanent collections will involve fees unless the use is requested by a non-profit institution. A fee will not be charged when a request is placed by an employee, an authorized representative or someone employed under contract by the non-profit institution. The non-profit institution’s tax number is required and a letter of authorization from the non-profit institution may be required by the Museum. If the person making the request is not authorized to use the non-profit institution’s tax number for the
project, then the Museum will not consider that person to be an employee or authorized agent of that non-profit institution.

In the interest of City of Oshkosh interdepartmental cooperation, the Museum will not charge fees to other City departments other than requesting reimbursement for supplies.

For non-Museum projects, Museum employees, Museum board members, City of Oshkosh officials and employees are not entitled to complimentary services, products or waiver of usage fees other than the Board-approved discount allowed for Museum Members.

**ACCESS OF COLLECTIONS ON DISPLAY**

The Museum’s exhibition areas are open to the public on a regular schedule and on occasion outside normal operating hours by appointment with approval from the Director. The Museum reserves the right to deny access to anyone behaving in an unruly or menacing manner and/or whose actions threaten the safety of the objects on exhibit.

**ACCESS OF COLLECTIONS IN STORAGE**

Collections storage is maintained separately from other Museum facilities and access is strictly controlled. Access to collections by support staff is limited whenever possible and practical and non-Museum personnel are escorted and accompanied at all times when in collections storage areas.

**THREE-DIMENSIONAL ITEMS**

1. The Museum’s permanent collections and related records shall be made available for legitimate study, research, inquiry, and examination by responsible parties.

2. The requesting party must satisfactorily complete the Request to Study Artifacts form. (see Appendix G) The written request must be approved by the Director. The Museum maintains all collection access forms.

3. Accessibility to collections and records may be limited by staff availability, conservation considerations, or purpose of the examination.

4. Examination of collections is restricted to areas designated for this purpose; access to storage areas by the public will not be allowed unless specifically approved by the Director, Curator(s), or Registrar and is supervised by staff.

5. Certain types of information, such as any valuation, donor-requested anonymity, or information governed by statutes that restrict public access, such as location of archaeological sites, may be restricted or denied for security reasons. In such cases, the person requesting access will be informed of the reason for the restriction or denial of access.

6. Access to and use of Museum collections and records shall be credited appropriately in all publications, exhibitions and other representations: From the collections of the Oshkosh Public Museum, Oshkosh, WI
7. The Museum will receive one courtesy copy of publications produced as a result of access to the Museum’s collections.

8. No commercial or promotional use of the Museum’s permanent collections and information or images resulting from their examination shall be allowed unless specific approval in writing is granted by the Director and/or appropriate Collections Staff and fees may be incurred.

ARCHIVAL ITEMS

1. The Museum reserves the right to control use of original archival collections to ensure proper preservation. To facilitate preservation, the Museum may provide patrons with copies of the original material.

2. Patrons may not photocopy any sensitive archival material. If copies are required they will be made by the Archivist.

3. All uses of archival and photographic material from the Oshkosh Public Museum’s collection require an appropriate credit line. A fee will be assessed except for non-profit institutions. Fees are also charged for copies for personal use. The use of historic photographs is covered in a separate fee schedule. (see Appendix G) Because of the costs involved in reproducing photographs, the fees are meant to offset expenses and shall be returned to the budget as revenues.

PHOTOGRAPHING COLLECTIONS IN STORAGE AND ON DISPLAY

Whenever possible or practical, photographs of collection items, exhibits, or activities, will be furnished by the Museum. The following rules will be observed for the protection and preservation of collections.

1. The Museum permits non-professional photography of its three-dimensional objects by visitors and researchers provided those images are strictly for personal use and not professional for-profit use. Those wishing to photograph objects not on exhibit must sign a waiver stating that the image is strictly for individual use. This is defined as someone who is not commercially motivated but wishes to share research, knowledge or family information.

2. In all other cases, such as commercial photographs for publication, marketing or commercial firm or individuals engaged in a for-profit effort, photography of collection items will be provided by the Museum. Access, reproduction, and use of photographs of collection items involves fees and charges.

3. Non-professional photography of exhibits by visitors is allowed but may be supervised and controlled by Museum Staff.

4. Professional photography of exhibits is permitted but will be supervised and controlled by Museum Staff. Permission must be obtained from the Director.

Quartz or photoflood lights shall not be permitted in exhibition spaces unless supervised and controlled by Museum Staff.
Copies of historic photographs from the Museum archives will be supplied by the Museum for a variety of projects according to the current fee schedule. The Museum does not allow individuals, researchers, or visitors to copy or duplicate its historic photographs.

**COLLECTIONS SAMPLING**

The Museum may occasionally allow the removal of samples from specimens in the collection for examination and analysis to fully explore its scholarly and educational potential. Since all sampling is destructive, the procedure must be strictly regulated to ensure that damage is minimal and that the information gained is recorded and used to the best advantage. Sampling decisions are guided by the criteria outlined below and must have authorization of the appropriate Collections Staff and the Director. The samples and the information they contain remain the property of the Museum, which retains the right to approve the use, credit, and publication of this material.

**Sampling Criteria**

- It must be demonstrated that the sample and information needed from the sample does not already exist.
- There must be a justifiable need to remove a sample for analysis and that the information sought cannot be obtained through non-destructive means.
- The sample must support substantive scholarly research and the results of that research must be disseminated widely and thoroughly.
- The technique of sampling, the amount of material to be removed, and the location on the specimen must produce as little damage to the object/document as possible.
- The method of analysis, laboratory, and proposed staff must be disclosed and the appropriate Collections Staff must approve of the procedures prior to sampling.
- A full copy of all test results and conclusions must be submitted to the Museum following the sampling and subsequent analysis.
- To the extent possible, unexpended sample material will be returned to the Museum for future possible analytical uses.

**SECURITY, RISK MANAGEMENT AND INSURANCE**

The Museum is responsible for the safety and security of all collections whether in storage, on exhibit or subject to incoming and outgoing object loans. The Museum will provide its lenders and require from borrowers assurances of security for incoming and outgoing object loans.

The entire Museum staff is responsible to report any situation or concern that might lead to an unsafe environment, object damage, or object theft. Appropriate Staff will work with security and risk management personnel to address safety concerns and increase security in and around all collection environments. If any objects are judged by Collections Staff to be jeopardy or
deteriorating due to unsafe conditions, they have the authority to prohibit or restrict access to the objects until their security is assured.

**RISK MANAGEMENT**

The Museum is responsible for the development, implementation, and maintenance of a disaster plan and emergency action plan. The plans identify and reduce or eliminate the risks to the Museum visitors and staff, its collections and the structure. The disaster plan is essential to the recovery from potential hazards, including natural disasters, vandalism, theft, and mechanical system failure. The disaster plan is supplemented by the emergency action plan which is essential to the identification and response to medical incidents and various additional threats such as biohazards, severe weather, bomb, and active shooter.

**INSURANCE**

The Museum is covered by an insurance policy with the City of Oshkosh. The policy is procured and administered by the Safety & Risk Management Officer and covers objects owned by the Museum along with objects on loan or deposit.

**INTELLECTUAL PROPERTY**

The Museum respects and abides by the laws and rights related to intellectual property and will take reasonable precautions to identify and document rights such as copyright, personality rights, publicity rights, and trademark to ensure they are not violated.

The appropriate Collections Staff will seek to secure exclusive or non-exclusive copyright license on all applicable acquisitions. The Museum may still carry out exhibition programs without the ownership of copyright or non-exclusive license in accordance with the 1976 Federal Copyright Act but may not grant rights to reproduce objects in the collection for any other purpose without copyright ownership.

Any materials and research produced by staff while carrying out their responsibilities as employees of the Museum are considered to be the property of the Museum, with the Museum retaining rights to all said property. When appropriate, the Museum has the right to copyright, patent, and trademark and is entitled to receive fees/royalties regarding materials and research produced by its staff while carrying out their job responsibilities as employees of the Museum. The Museum retains ownership/rights to the intellectual property created while an individual was affiliated with the Museum after the staff person leaves the Museum for any reason.

**CULTURAL PROPERTY**

The Oshkosh Public Museum, operating in the public’s trust, acknowledges the important responsibility that comes with collecting, exhibiting, and interpreting cultural heritage in a manner that is respectful and lawful. The Museum will fully comply with all applicable local, state and federal laws and regulations for acquiring, maintaining, and exhibiting its diverse collection of cultural and natural heritage.
NATIVE AMERICAN COLLECTION and NAGPRA

The Museum respects and is committed to the ethical treatment, preservation and representation of Native American culture, communities, and traditions through its collection, exhibitions, publications and programs. The Museum will work in direct consultation with Native American communities whenever possible to assure the survival of Native American traditions and history. The Museum is dedicated to support and uphold the legal purposes and objectives of the Native American Graves Protection and Repatriation Act (NAGPRA) and is resolved to abide by and work within the framework of its provisions as it stewards its collection of cultural material.

When appropriate, Museum staff will work with the utmost care and discretion with Native American communities regarding new acquisitions along with collections inquiries, access, care/handling and research related to material deemed culturally sensitive and/or claims for repatriation. The Museum no longer collects human remains or sacred funerary objects and will not knowingly acquire any object whose ownership is contrary to the goals and/or ethical practices of the Museum and the profession in general. Museum staff will consult with religious and tribal leaders regarding the care and handling of culturally sensitive materials, as well as the appropriate use of informational discoveries that may result from studies of these objects.

The Museum recognizes the obligation to interpret and exhibit cultural heritage, especially material sensitive in nature, with accuracy, consideration, and respect. The Museum will endeavor to facilitate meaningful dialogue with Native peoples in order to represent their beliefs and viewpoints fairly and objectively. Public access to the Museum’s collection is essential to its mission, and it will strike a balance between safeguarding the collection from harm and encouraging its use in promoting awareness and appreciation of the rich cultural legacy of Native peoples. However, public access to culturally sensitive materials may be restricted if such access offends religious or cultural practices or beliefs.

This Collections Management Policy was originally written by Bradley Larson, Museum Director, and was reviewed and approved by the Assistant City Attorney on March 28, 1990 and approved by the Board of Directors of the Oshkosh Public Museum at their regular meeting on March 5, 1992.

This Collections Management Policy was updated by Scott Cross, Debra Daubert and Joan Lloyd in January 2004; reviewed by the Director, Brad Larson, on March 1, 2004; approved by the City Attorney on March 5, 2004; approved by the Board of Directors of the Oshkosh Public Museum at their regular meeting on April 1, 2004.

This Collections Management Policy was updated by Anna Cannizzo, Curator of Collections and reviewed by the Collections Review Committee: Director Brad Larson, Archivist Scott Cross, Curator of Exhibitions Debra Daubert and Registrar Joan Lloyd in March 2017; approved by the City Attorney on May 22nd, 2017; approved by the Board of Directors of the Oshkosh Public Museum at their regular meeting on April 5th, 2018.
COLLECTIONS REVIEW COMMITTEE

The Museum shall maintain a Collections Review Committee (CRC) composed of the Director, Curators, Archivist, and Registrar. The members of the CRC have the authority to purchase items for the collection at the direction of the committee (majority vote of the entire committee.) This committee may also be charged with determining whether item(s) of questionable origin, value, condition, etc., should be accepted into the collection.

Objects are not accepted or otherwise acquired for the Museum’s collections unless the following conditions are met:

- the objects serve to advance the mission and are relevant to and consistent with the purposes, activities, and collections criteria established by the Oshkosh Public Museum.

- the Museum can provide storage, protection, and preservation of the objects under conditions that ensure their security and accessibility for the purposes of the Museum, and in keeping with the standards accepted by the museum profession.

- the present owner has clear authority, right or title to transfer ownership.

Title to all objects acquired for the Museum’s collections is obtained free and clear, without restrictions as to use, exhibition, or future disposition. Exceptions to this policy must be approved by the Museum Director. If objects are accepted with limitations, the conditions will be stated clearly on the Deed of Gift and will be made part of the accession record for the object. Examples of a restricted gift would be acquiring an object with restrictions on exhibit in return for larger gifts or grants, or acquiring a gift with the provision that it be returned to the donor or his/her heirs should the Museum deaccession the item(s). Restricted gifts will be limited whenever possible.

No item will be acquired by the Museum that is known or suspected of being illegally or unethically obtained, either in this country or its country of origin. (For more information, see November 14, 1970 UNESCO "Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property"). The Museum shall not knowingly and willfully accept or acquire any object that was illegally acquired or that would support or encourage irresponsible damage to or destruction of sites, cultural properties, cultural monuments, or human burial places. However, the Museum may accept objects that have been confiscated and offered to the Museum by government authorities.

Due to the sensitive nature of sacred and religious material, acceptance of such material will be very carefully considered. Whenever possible and practical the Museum staff shall seek the counsel of appropriate religious leaders or educators in an effort to make informed decisions. Similarly, the study and exhibition of sensitive material shall be undertaken with the utmost respect and empathy for the group/people represented. Also see the Museum’s “Collections Management Policy; Cultural Property: Native American Collection and NAGPRA”.

Oshkosh Public Museum Collections Management Policy
APPENDIX B
Oshkosh Public Museum Lake Winnebago Region Definition and Map

Lake Winnebago Region (LWR) has been defined for Museum purposes as the counties making up the primary Fox-Wolf watershed which includes the large interconnected lakes of Winnebago, Big and Little Butte des Morts, Winneconne, Poygan, and Rush, as well as Lake Puckaway. The Fox and Wolf Rivers drain the following counties Winnebago, Waushara, Waupaca, Outagamie, Green Lake, and Shawano.
APPENDIX
C
# TEMPORARY RECEIPT

Acknowledging receipt of the objects described below from:

Name ____________________________________________

Phone ____________________________

Address __________________________________________

Email ____________________________

City/State ____________________________ Zip ______

Consideration for Gift Consideration for Loan Identification Examination

Other

## OBJECT(S) | DESCRIPTION | CONDITION

| | |

## CONDITIONS

1. The Oshkosh Public Museum (OPM) will exercise the same care of the object(s) covered by this receipt as it does in the safekeeping of comparable OPM objects. While in the Museum’s possession, the Depositor’s object(s) will be covered under the Museum’s insurance unless the Depositor specifies otherwise.

2. This receipt does not constitute formal acceptance of object(s). If OPM accepts an offer of gift, loan or purchase of deposited object(s), OPM’s appropriate forms will be sent to the Depositor for signature and return. If the offer is declined or when OPM notifies the Depositor that the exhibition/examination of object(s) is complete, the Depositor may at once reclaim his/her property. If OPM, after making all reasonable efforts and through no fault of its own, is unable to return the object(s) within sixty days after written notice, the Museum shall have the absolute right to place the object(s) in storage and to charge storage and insurance fees. If, after one year following notification, the object(s) have not been reclaimed, then, in consideration for storage, insurance and safekeeping during such period, the object(s) shall be deemed an unrestricted gift to the Museum or abandoned property as defined by Wisconsin Statute. Final disposition of the object(s) shall be determined by the Museum.

I do not want any items returned. I give OPM my permission to dispose at their discretion ________________________________ Depositor

I have the authority to make this deposit ________________________________ Depositum ________________________________ Museum Representative

I acknowledge return of the object(s) listed above.

<table>
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<tr>
<th>Depositor</th>
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<tr>
<th>Museum Representative</th>
<th>Date</th>
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## FINAL DISPOSITION OF OBJECTS

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<th>Loan #</th>
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<th>Access. #</th>
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<th>P.O. #</th>
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<tr>
<th>OTHER</th>
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</table>
DEED OF GIFT

For the purpose of advancing the objects and purposes of the Oshkosh Public Museum, we hereby transfer, convey and deliver to the Oshkosh Public Museum, its successors and assign forever, without limiting conditions unless specifically stated herein, all of our right, title, interest and possession to that property described as follows:

It is understood and agreed that we retain no right, title or interest therein. To the best of our knowledge this gift is free and clear of all encumbrances and restrictions.

IN WITNESS WHEREOF, we have hereunto set our hands and seals at

Oshkosh, Wisconsin, this __________ day of ____________ , 2016, (City)

(State) (Date) (Month)

In the presence of:

(Donor signs here)

(Witness signs here)

(Co Donor, if any)

The Oshkosh Public Museum, pursuant to the action of the Oshkosh Public Museum Board, gratefully acknowledges the receipt of the property described in the foregoing Deed of Gift.

Dated this __________ day of ____________ , 2016

Bradley Larson, Director

OSHKOSH PUBLIC MUSEUM

by

(President, Museum board)

In the presence of:

Page 1 of 1
Certificate of Gift for Non-Collection Items

Donor Name:

Donor Address:

City, State, Zip Code:

I hereby give to the Oshkosh Public Museum the property described below.

DESCRIPTION OF PROPERTY:

CERTIFICATE OF GIFT

I (We) ____________________________________________(Name of individual or organization) hereby give(s) the property described on this sheet or on additional sheets to be used and/or disposed of by the Oshkosh Public Museum, Oshkosh, Wisconsin, at its unrestricted discretion. To the best of my knowledge, this gift is free and clear of all encumbrances and restrictions.

Donor's Signature ______________________________ Date __________________

Representing _________________________________(Business or Organization, if any)

The Oshkosh Public Museum gratefully acknowledges the receipt of the property listed above.

___________________________________________ Date __________________(Museum Representative)
Oshkosh Public Museum
Copyright Agreement

I, ________________, being the owner of the copyright in and to the following
work: ___________________, which was created by: ___________________, in
consideration of the acquisition of the said work or copies by the Oshkosh Public Museum, do
hereby agree to transfer to the Oshkosh Public Museum all copyrights for said works including all
right, title and interest in copyright as well as the exclusive rights of reproduction, adaptation,
distribution and display by means of any device or process (examples include but are not limited to
photographs, slides, film, and television) that I possess in the materials described below for its use in
fulfilling its research, educational, publication, and exhibition goals.

Description of Materials:

Name of Collection:

Date Received: ________________

Signed: ____________________

Date: ________________

Donor

Address

Accepted By: ____________________

Oshkosh Public Museum

Date

1331 Algoma Boulevard, Oshkosh WI 54901  •  920.236.5798  •  oshkoshmuseum.org

Oshkosh Public Museum Collections Management Policy
THE OSHKOSH PUBLIC MUSEUM

NONEXCLUSIVE LICENSE

I, ______________________________________, being the owner and holder of all copyright interests in the
following materials,

Booklet: America is No Magic Land: Oshkosh's German-Language Newspaper in 1889

do hereby authorize the Oshkosh Public Museum, and other parties authorized by the Oshkosh
Public Museum, to use the above mentioned materials for all standard museum purposes including,
specifically, reproducing the work(s) by methods involving printing; electronic and mechanical
means, and distributing, selling and transmitting such publications to the general public.
Reproductions and transmissions may be released through media such as catalogues, books,
brochures, and computer web sites. All reproductions shall bear a copyright notice, as prescribed by
the Copyright Law of the United States, which shall read as follows (please complete blank):

©

(Name)

This nonexclusive license, which does not transfer ownership of the copyright to the Oshkosh Public
Museum, shall survive all assignments of the copyright.
The undersigned affirms that he/she owns the rights and interests to be granted by this document.

__________________________________  __________________________
Date                                     Signature

1331 Algoma Boulevard, Oshkosh WI 54901  •  920.236.5799  •  oshkoshmuseum.org
THE OSHKOSH PUBLIC MUSEUM

NONEXCLUSIVE LICENSE

I,  , being the owner and holder of all copyright interests in the following photographs;

I do hereby authorize the Oshkosh Public Museum, and other parties authorized by the Oshkosh Public Museum, to use the above mentioned photographs for all standard museum purposes including, specifically, displaying, lending, reproducing the work(s) by methods involving photographic; electronic and mechanical means, and displaying, distributing, selling and transmitting such reproductions or images to the general public. Reproductions and transmissions may be released through media such as catalogues, books, brochures, postcards, posters, invitations, magazines, newspapers, prints, journals, films, television, slides, negatives, transparencies, and computer web sites. All reproductions shall bear a copyright notice, as prescribed by the Copyright Law of the United States, which shall read as follows (please complete blank):

©

[Name]

This nonexclusive license, which does not transfer ownership of the copyright to the Oshkosh Public Museum, shall survive all assignments of the copyright.

The undersigned affirms that he/she owns the rights and interests to be granted by this document.

Date ________________  Signature ________________

1331 Algoma Boulevard. Oshkosh WI 54901  •  920.235.5797  •  oshkoshmuseum.org
THE OSHKOSH PUBLIC MUSEUM

NONEXCLUSIVE LICENSE

I, ___________________________, being the owner and holder of all copyright interests in the following oral interview;

Do hereby authorize the Oshkosh Public Museum, and other parties authorized by the Oshkosh Public Museum, to use the above mentioned interview for all standard museum purposes including, specifically, transcribing, lending, reproducing the work(s) by methods involving recorded, electronic and mechanical means, and transcribing, distributing, selling and transmitting such reproductions or transcriptions to the general public. Reproductions and transcriptions may be released through media such as catalogues, books, brochures, postcards, posters, invitations, magazines, newspapers, prints, journals, films, television, slides, negatives, transparencies, and computer web sites. All reproductions shall bear a copyright notice, as prescribed by the Copyright Law of the United States, which shall read as follows (please complete blank):

© __________________________ (Name)

This nonexclusive license, which does not transfer ownership of the copyright to the Oshkosh Public Museum, shall survive all assignments of the copyright.

The undersigned affirms that he/she owns the rights and interests to be granted by this document.

_________________________  __________________________
Date                                     Signature

1331 Algoma Boulevard, Oshkosh WI 54901    920.236.5789     oshkoshmuseum.org
The Oshkosh Public Museum transfers all rights, interests, and possession of the following to (name and address of organization):

______________________________  _________________________
Director                           Date

______________________________  _________________________
Received by                        Date
OUTGOING RECEIPT

Date _______________________

Name ____________________________________________

Address _______________________________________________________________________

City ______________________________ State _________ Zip _____________

Items:
__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Received by __________________________________________ Date ________________
DEACCESSION CHECKLIST

DEACCESSION NUMBER: __________________ DATE:_________________
(list on outside of current-year folder of deaccessions)

Recommendation for Deaccession emails or documents __________

Accession record in db __________(1st thing in Description field: date <mm/dd/yyyy>, DEACCESSIONED, D#)

Object record in db:

Status = Deaccessioned __________
Status Date = date of deacc __________
Status By = __________
Home Loc = Deaccessioned – D# __________
Notes & Legal = date<mm/dd/yyyy> CRC voted to deaccession __________
If applicable: date Museum Board voted to deacc_________

Appraisal screen (any on file current values or auction sale amount)
Appraiser ________ (Sotheby’s if sold at Sotheby’s, etc.)
Date ________
Cur Value ________
Acq Value ________
Notes ________ (Example, “Sotheby’s Settlement Statement” or “Christie’s Century of Style <date> sale – hammer price”)

Note in all copies of ledgers: Deaccessioned; D# (in red pencil) _______

Note on Deed of Gift: Deaccessioned; D# (in red pencil) _______

Object/acc folder:
All documents & outside of folder marked in red DEACC / D# ________
Folder filed away in Deaccessions – Entered drawer _______

Record # of deacc items in I/Museum/Action Items/(year)_Requests for info,etc ______

Method and date of disposal: ______________________________________________

File this completed form in the deaccession file.
deacc.cklist

Oshkosh Public Museum Collections Management Policy
APPENDIX E
OUTGOING LOAN AGREEMENT

Borrowing Institution:

Address: Telephone:

City, State, ZIP: Representative:

In accordance with the conditions printed on the reverse, the following objects are being borrowed from the Oshkosh Public Museum.

For the following purpose:

For the period:

Object ID Description Condition Value

Attach additional sheets if necessary, number of sheets:

Special handling/installation requirements:

Insurance (See Reverse)

Insurance Company: Agent (Agency)

Address Telephone Number

I have read and agree to the stated conditions and certify that I have full authority to enter into this agreement. It is the intention of the parties to this contract, that each party shall be solely responsible for its/her/his own activities under this agreement, and further, shall hold harmless and indemnify the other party within 30 days of written demand for any losses or claims of any kind which may arise as a result of this contract. This paragraph is to be liberally construed in favor of the protected party.

Borrower Date

OPM Staff Member Date

Return acknowledged on (date):________________________

Borrower________________________ OPM Staff __________________
OUTGOING LOAN CONDITIONS

Care and Preservation
1. Objects borrowed shall be given proper care, handling and security at all times to ensure against loss, damage, or deterioration. If special care is required for handling or installation, requirements shall be stated on a separate sheet.
2. Objects on loan must be secured and protected by methods prescribed by the Oshkosh Public Museum and shall be protected from public handling and shall not be physically accessible to the public or to visitors.
3. The Oshkosh Public Museum shall be notified immediately, in writing and with photographs, if damage, deterioration, or loss is discovered.
4. No loaned item may be cleaned, altered, conserved, reframed, rematted, or repaired without written permission from the Oshkosh Public Museum.
5. No subloans will be made without the written consent of the Oshkosh Public Museum.
6. According to the Collections Management Policy, the Oshkosh Public Museum shall only loan to those institutions or organizations which have qualified and trained professional staff.
7. Changes of location (physical site) shall be approved in writing by the Oshkosh Public Museum and shall be attached to the original loan form.

Transportation & Packing
1. All transportation costs (packing & shipping) shall be borne by the borrower unless prior written arrangements are made. Method of shipment must be agreed upon by both parties.
2. All packing, unpacking, and shipping must be handled by experienced personnel under competent supervision. Repacking must be done with original materials.
3. Packing and shipping agreements/specifications shall be attached to the original loan form.

Insurance
1. The loaned item(s) shall be covered under the borrower’s insurance. Borrower will have a Certificate of Insurance sent to the Oshkosh Public Museum, and shall include repair, replacement, or restoration in case of damage or theft. If this is not covered under the borrower’s insurance, the borrowing institution assumes responsibility. The borrowing institution shall pay all collection costs, including actual attorney fees (if any).
2. The Oshkosh Public Museum shall decide whether replacement or restoration should be made and by whom.
3. The Oshkosh Public Museum must be notified in writing at least 30 days prior to any significant change or cancellation in the borrower’s policy. Should a lapse occur, the Oshkosh Public Museum will immediately terminate the loan. Items must then be returned within ten (10) days. Any lapse in coverage does not release the borrower from liability for loss or damage.

Credit and Reproduction
1. All objects, unless specified in writing, shall be labeled and credited to the Oshkosh Public Museum. The exhibit label shall be placed in or at the exhibit case and shall read “On loan from the Oshkosh Public Museum, Oshkosh, Wisconsin.”
2. No reproduction, other than catalogs or publicity, is permitted without written consent from the Oshkosh Public Museum. The Museum requests a copy of any catalog or publication which features loaned objects.

Return of Loans
1. Loans must be returned by appointment no later than the stated termination date on this agreement. An extension of the loan period shall be approved in writing by this Museum and shall be appended to the original loan agreement.
2. In the event of noncompliance by the borrower with any of the terms and conditions, the Oshkosh Public Museum reserves the right to recall any object on loan. The Museum may also cancel a loan for justifiable reasons at any time. The Museum will make every effort to provide reasonable notice to the borrower.
Incoming Loan Agreement

Lender _________________________________ Date _________________________________

Address ________________________________ Telephone/Email _________________________

City, State Zip __________________________ Representative/Title ______________________

In accordance with the conditions printed on the reverse, the following objects are being borrowed by the Oshkosh Public Museum for the following purpose:

For the period: __________________________

<table>
<thead>
<tr>
<th>Object Number</th>
<th>Description</th>
<th>Condition</th>
<th>Value</th>
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</tbody>
</table>

Attach additional sheets if necessary; indicate number of sheets:

Special handling/installation requirements: No _____ Yes _____ Explain: _________________________________

Credit Line (if any) shall read: _________________________________

Insurance (see conditions on reverse):

_____ To be carried by the Oshkosh Public Museum

_____ To be carried by Lender

_____ Insurance waived ____________ Initialed

I have read and agree to the stated conditions and certify that I have full authority to enter into this agreement. It is the intention of the parties to this contract, that each party shall be solely responsible for its/her own activities under this agreement, and further, shall hold harmless and indemnify the other party within 30 days of written demand for any losses or claims of any kind which may arise as a result of this contract. This paragraph is to be liberally construed in favor of the protected party.

Lender _________________________________ Date _________________________________

OPM Staff Member __________________________ Date _________________________________

Return Acknowledged by (Lender) __________________________ Date __________________________

Return Acknowledged by (OPM) __________________________ Date __________________________

1381 Algoma Boulevard, Oshkosh WI 54901 • 920.236.5790 • oshkoshmuseum.org
INCOMING LOAN CONDITIONS

Care and Preservation
1. The Oshkosh Public Museum will provide the same care and protection to borrowed objects as it does to objects in its own collection.
2. Evidence of damage at the time of receipt or while in the Museum’s custody shall be promptly reported to the Lender.
3. The Museum will not alter, clean, conserve, reframe, remat, or repair the loan objects without the Lender’s written permission.
4. The Lender certifies that the condition of the loan objects as stated on the reverse of this Agreement is accurate, and that the loan objects will withstand the ordinary strains of packing, shipping, and handling.

Transportation and Packing
1. All transportation (packing & shipping) shall be borne by the Oshkosh Public Museum unless the loan is at the Lender’s request. The method of shipment must be agreed upon by both parties.
2. All packing, unpacking, and shipping will be handled by experienced personnel under competent supervision.
3. Loan objects will be returned packed in original materials unless written permission is received from the Lender.

Insurance
1. If the Lender elects to maintain its/his/her own insurance, the Museum must be supplied with a certificate of insurance naming the Museum as additional assured or waiving subrogation against same. Otherwise, the signed loan agreement shall constitute release of the Museum from any liability in connection with loaned property.
2. If the Lender does not elect to maintain its/his/her own insurance coverage, the Museum will insure the loaned item(s) under the conditions outlined in the Museum’s Local Government Insurance Fund on fine arts, antiques, and items of historical value.
3. If the Lender fails to indicate the value in writing, the Museum may assign a value for the purpose of insurance during the loan period. However, the Museum and its insurer will not be responsible for a loss greater than the assigned amount. The Lender shall also notify the Museum in writing of any change in value while the object is on loan to the Museum so that the object may be properly covered.
4. The Lender shall hold the City of Oshkosh/Public Museum harmless and indemnify the City/Museum for liability arising from acts not caused by the City’s/Museum’s negligence.

Credit and Reproduction
1. Unless otherwise requested by Lender, all loan objects will be labeled and credited to the Lender.
2. Unless otherwise requested by Lender, all loan objects may be reproduced by the Museum for catalogs or publicity.

Return of Loans
1. Unless notified in writing, the Museum will release loaned items only to the Lender. If the Lender fails to make provisions for their return within 60 days after the end of the loan period, the objects may be shipped C.O.D. to the Lender’s home or place of business. In the case of a change of legal ownership during the period of the loan, the new owner is required to establish his/her legal title by proof satisfactory to the Museum.
2. Unless otherwise agreed to in writing, this loan will terminate on the date specified on this agreement.
3. It is the responsibility of the Lender to give prompt notice to the Museum if there is a change in the address of the Lender.
4. Unclaimed loans will be handled according to the terms set forth in the Museum’s Collections Management Policy.
APPENDIX

F
Oshkosh Public Museum Informal Object Identification

Short Description & Measurements: __________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Object Type and Use: _________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Date or Period: _____________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Materials & Fabrication Techniques: _________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Inscriptions, Markings, Distinguishing Features: _________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
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Maker: _____________________________________________________________
_____________________________________________________________________
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Title: _______________________________________________________________
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Subject: _____________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Museum Representative _____________________________________________
_____________________________________________________________________

Date ______________________________________________________________
APPENDIX

G
Oshkosh Public Museum
Request to Study Artifacts

The Oshkosh Public Museum encourages research and study of its collections by scholars, students, and the public. The educational benefits from in-depth study can provide meaningful information for the public, staff, and scholars. However, to prevent damage to or misuse of collections, the Museum has established guidelines and restrictions on the use of its collections. Please refer to the separate Fee Schedule for conditions and fees including photographic fees. All published uses of the Museum’s collections must carry the credit line: From the Collections of the Oshkosh Public Museum, Oshkosh, Wisconsin.

Date: ______________________________________________________________________

Researcher: __________________________________________________________________

Address: ____________________________________________________________________

Institution represented: ______________________________________________________________________

Institution’s address: ______________________________________________________________________

Artifacts requested for study: __________________________________________________________________

________________________________________________________________________________________

Intended use: _____Lecture/Presentation _____Reproduction _____Personal Research
____Other ______________________________________________________________________

I certify that any photographs/images I take of the above artifacts are strictly for personal, non-commercial use and will not be sold or given to other institutions.

Researcher’s Signature ________________________________ Date: ______________

The undersigned has read and agrees to follow the Oshkosh Public Museum’s guidelines listed on the reverse of this form concerning the use of collection materials.

Researcher’s Signature ________________________________ Date: ______________

____Approved _____Disapproved Reason: _____________________________________________

Museum Representative ________________________________ Date: ______________

Please read the conditions on the reverse of this form.

Oshkosh Public Museum Collections Management Policy
OSHKOSH PUBLIC MUSEUM
Guidelines for Collections Research

- Researchers will be given a space to view objects and are not allowed in storage areas unless the object is inaccessible otherwise. Researchers will be supervised by appropriate collections staff.

- No pens are allowed in the research room.

- No food or drink is allowed in the research room.

- When necessary, appropriate gloves will be provided for use during object handling.

- For objects identified in fragile or sensitive condition will be handled by appropriate Collections staff and/or handling directions will be given to the researcher.

- All tools such as measuring devices, lighting, supports…etc. not provided by Museum staff must be approved before use.

- Researchers may not clean or alter any object unless it is with consent and supervision of appropriate collections staff.

- Object records may not leave premises and may only be photocopied with consent and by the appropriate Collections staff.

Help us preserve our collections so that they may be studied and enjoyed by future visitors and scholars. Compliance with the above guidelines is expected and required. The Museum staff reserves the right to terminate research privileges if individuals fail to follow these guidelines.
OSHKOSH PUBLIC MUSEUM PHOTOGRAPHY POLICY

In accordance with its mission, the Oshkosh Public Museum encourages photography of its exhibitions, galleries and building for personal, professional, media, research, commercial and other uses, so long as those uses are consistent with long term preservation and the Museum’s Collection Management Policy.

- Photography must always be conducted without disruption to Museum guests and operations.
- Photography must not limit or hinder visitor accessibility to exhibitions, entrances, stairwells, exits and other high traffic areas.
- Photography must not damage objects and images in the collection, exhibit furniture and fixtures, galleries and facility interiors.
- Photography must not employ set dressing unless approved and supervised by Museum Staff; objects in the Museum galleries may not be handled and exhibit furniture may not be moved.
- Photography must comply with relevant state and federal copyright and privacy rights, as well as the conditions of loaned objects and exhibitions.

Visitor Photography
The Museum encourages visitors to enjoy this community resource and landmark, and welcomes visitors to take photographs and video of the interior galleries and exterior building and grounds. Visitors are permitted to take informal and non-commercial photographs or film of Museum exhibits and collections on display within galleries and on the grounds for their own use and enjoyment at no charge. Information regarding any photography restrictions will be posted (see Traveling Exhibition Photography). Flash photography is allowed unless posted otherwise.

Photography and/or video that requires monopods, tripods, quartz or other umbrella-type lights are not permitted without special permission.

Fee Schedule
$50 for first hour.
$40 for each hour thereafter.

Press Photography
Members of the press may photograph or film within designated areas of the Museum for the purpose of news coverage that includes the Oshkosh Public Museum as the subject. There are no fees for press-related photography. All members of the press must contact the Marketing Coordinator prior to arrival at the Museum. To make arrangements please call (920) 236-5799 or museum@ci.oshkosh.wi.us.

Professional Photography
The historic Sawyer home offers a pleasant, dignified and historic setting for a variety of professional photography shoots, including weddings, proms, senior pictures and family reunions. While there are limited restrictions on the use of the exterior settings and grounds for such photos, using the interior for photographs requires prior authorization and staff
notification. To schedule a photography session at the Museum, contact the Marketing Coordinator at (920) 236-5799 or museum@ci.oshkosh.wi.us.

**Fee Schedule**
$50 for first hour.
$40 for each hour thereafter.
Reserving the Museum requires a non-refundable deposit of 50% of the scheduled fee. Full payment is due the day prior to the shoot.

**Commercial Photography**
The Oshkosh Public Museum charges site fees for all photography of a non-personal nature, meaning commercial, advertising or other uses intended to generate money. These fees are based upon type of use, circulation and number of printed pieces, and other factors. Permission is required from the Museum and, if applicable, the copyright holders of artwork. The Museum reserves the right to approve the final content for anything in which the Museum properties will appear, either by name or by visual representation. The Museum must receive full details of any script, dialogue or accompanying information for review prior to approval and scheduling the shoot. The Museum reserves the right to decline any request that the Museum believes could reflect negatively upon the Museum, the City of Oshkosh, the Museum’s accredited status, or its professionalism. Requests to use the Museum as a commercial photography setting should be directed to the Museum’s Marketing Coordinator at (920) 236-5799 or museum@ci.oshkosh.wi.us.

**Collection Photography Rights and Reproduction**
Formal photography and reproduction of the Museum’s collection requires permission and may be subject to fees for images supplied for publication, exhibition, and/or distribution in any format (print and/or electronic). The Museum reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph or to reproduce photographs of objects in its collections. This may be for reasons of staff time, security, conservation or preservation, cultural sensitivity, or removal from exhibit may infringe on the overall visitor experience. The Museum does not allow outside photographers to handle or photograph its objects unless approved and attended by appropriate Collections Staff.

**Permission and Fee Schedule**
To request fee information and permission to reproduce or publish images of:
- Historic photographs, archival materials/documents, recordings, film and formal images of the Museum’s interior galleries, exterior building and grounds, please contact the Archivist at (920) 236-5799 or museum@ci.oshkosh.wi.us.
- Museum artifacts, please contact the Curator of Collections at (920) 236-5799 or museum@ci.oshkosh.wi.us.

**Videography**
Video shoots that require monopods, tripods, quartz or other umbrella-type lights are not permitted in the galleries without special permission and staff supervision. Professional photographers on assignment from newspaper or broadcast media are allowed to videotape in the galleries without fee provided they are escorted or supervised by Museum Staff and the subject is the Museum. To arrange a professional videography session in the Museum galleries, contact the Marketing Coordinator at (920) 236-5799 or museum@ci.oshkosh.wi.us.
Fee Schedule
$50 for first hour.
$40 for each hour thereafter.
Reserving the museum requires a non-refundable deposit of 50% of the scheduled fee. Full payment is due the day before the scheduled shoot.

After-Hours Sessions
The Museum occasionally schedules after-hours photo sessions. After-hours sessions are defined as either prior to the start of the normal work day at 8:30 a.m., or after the normal 4:30 p.m. closing time. Requests to use the museum interior after-hours as a setting for commercial, advertising, group or individual photos should be directed to the Marketing Coordinator at (920) 236-5799 or museum@ci.oshkosh.wi.us.

Fee Schedule
$100 for first hour.
$75 for each hour thereafter.
Reserving the museum requires a non-refundable deposit of 50% of the scheduled fee. Full payment is due the day before the shoot.

Traveling Exhibition Photography
The majority of traveling exhibitions are covered by contract that restricts or prohibits visitor photography for a variety of reasons, including copyright laws and the cultural sensitivity of objects. The Museum may select to prohibit photography in entire galleries or for specific objects for the duration of a traveling exhibit. Galleries will be posted with this information.

Programs and Special Events
Speakers and/or performers, working in cooperation and consultation with Museum staff, determine whether photography or videotaping of talks or performances are allowed. If not permissible, signage will be posted.

Refusal to Follow Museum Guidelines and Conditions
If an individual does not comply with the conditions stated in this policy, the Museum reserves the right to request that the person leave the premises without refund. The Museum also reserves the right to disallow group photography if it may interfere with the enjoyment and experience of other visitors.

Copyright and Credit Line
Photographers own all copyrights to the image and/or recording they create unless otherwise agreed upon in writing with the Museum. However, the Museum does request that photographers identify the Museum as Oshkosh Public Museum, Oshkosh, Wisconsin.

Disclaimer: With respect to any photographs taken at the Museum, the Museum makes no representations or warranties concerning the subject matter of such photographs. The photographer has the sole responsibility of obtaining necessary releases or legal permission.

Approved by the Oshkosh Public Museum Board on June 3, 2010
Amended by the Oshkosh Public Museum Board on February 3, 2011
Amended and approved by the Oshkosh Public Museum Board on July 13th, 2017
Oshkosh Public Museum
Photographic Duplication & Use Fees

All digital images are for personal use only and may not be reproduced without paying the required fees in advance and requesting and obtaining a written Letter of Permission from the Museum. Appropriate staff must be notified of payment method to confirm transaction completion. Fees are payable by check to: Oshkosh Public Museum, 1331 Algoma Boulevard, Oshkosh, WI 54901 or credit card payment may be facilitated through Museum Store at 920-236-5799. After payment confirmation, normal delivery time is within two weeks. Shipping and handling fee is a minimum of $5.00.

Fees will be charged for each image used. These fees are separate from, and in addition to, photographic duplication charges. All use fees are for one-time usage only and does not include permission for second editions or updated versions. Second editions, reprints, updated versions must apply for permission to reuse images, pay all fees, and obtain written permission from the Museum. No additional fees are required for printing in multiple languages of the first edition and must be counted in the circulation costs. This must be specified when seeking permission.

All responsibility for questions of copyright is assumed by the user. A copy of any publication, video, or computer software using images from the Museum’s collections shall be donated to the Museum. Credit line must read: Courtesy of the Oshkosh Public Museum, Oshkosh, WI. All rights reserved.

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<td>Scan to Disk (Archives)</td>
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<td>Print and E-Book Use (per image used)</td>
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<td>3-D Imaging for model printing (Artifacts)</td>
<td>Case by case consideration and arrangements</td>
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* Non-profit is identified as a unit of government or a 501-c-3 organization. All uses of Museum images by a non-profit entity must be non-commercial use, not intended to generate revenue or income and require the written permission of the Oshkosh Public Museum. ~ Approved by Museum Board on March 7, 2013.

** School use of Photographs: Students or staff within the Oshkosh Area School District, including private, parochial and home schools, working on class or school projects or associated educational research will not be charged fees for the use of Museum photographs. This must be non-commercial use, not intended to generate revenue or income, and not for public dissemination beyond that of the Oshkosh Area School district class, program, or contest with which the report or project is associated. Museum images cannot be loaned to a third party for their use. Museum resources shall be credited in this manner: Courtesy of the Oshkosh Public Museum, Oshkosh, WI. All rights reserved. ~ Approved by the Museum Board October 2, 2014.
Oshkosh Public Museum
Letter of Indemnification

In consideration of the Oshkosh Public Museum making such material available to us, for those purposes, it is understood and agreed that:

1. The materials and/or copies are furnished without representation or warranty as to any rights therein and the use thereof shall be entirely at our own risk.

2. I agree to pay the standard charges for any services which you may furnish us.

3. I hereby agree to defend and indemnify and save and hold you, the Oshkosh Public Museum, its agencies, their officers, and/or their employees or designates harmless from and against any and all liability, including costs and expenses, based on the violation of rights of ownership, infringement of copyright, or invasion of the rights of privacy, or laws of libel, resulting from our use of such materials or copies furnished pursuant hereto.

4. I will not use or authorize others to use the material or copies furnished us, for any purpose whatsoever, including all forms of publication, except as specifically provided in this agreement, without first obtaining the written consent of the Oshkosh Public Museum.

5. I agree to use the photograph provided without significantly altering the image through conventional or electronic means. Altering or manipulating the image beyond standard cropping and resizing requires further discussion with Museum Staff.

6. I will supply the following credit line when reproducing materials: Courtesy of the Oshkosh Public Museum, Oshkosh, Wisconsin. All reproductions must reference appropriate object identification numbers.

7. I am authorized to enter into this agreement on behalf of the organization named below and enter into this agreement on behalf of that organization and personally.

8. I further agree to adhere to the following specific restrictions:

__________________________________________________________________________________________________
__________________________________________________________________________________________________

Please complete the following (print or type):

Name: ________________________________________  Title:__________________________________________
Organization:___________________________________________________________________________________
Address:_______________________________________________________________________________________
City:_____________________________________  State:_______________  Zip:________________________
Phone:___________________________ Email:____________________________ Fax:______________________
Signature:_____________________________________________________  Date:_____________________

Oshkosh Public Museum Collections Management Policy
Photograph Reproduction Agreement Form

This form must be completed and signed before any photographic reproduction order can be processed. By signing this form I understand and agree that:

1. The Oshkosh Public Museum retains all rights to reproduction(s), including the right to grant others permission to reproduce the photograph(s).

2. The reproduction(s), provided, are for reference use only and will not be sold, nor will they be given to other individuals or institutions.

3. I will not copy the requested photograph(s) in any form and by any means nor will I allow others to do so.

4. I will not publish, reproduce, or broadcast this material in any format without first obtaining written permission from the Oshkosh Public Museum. A Letter of Indemnification must be signed and returned to the Oshkosh Public Museum in order to obtain a Letter of Permission before publication or broadcast of reproductions can occur. Permission will be granted for one time use only and does not apply to 2nd editions, reprints, or updated editions.

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6. I agree to pay all duplication charges that may occur with my order including costs to produce copy negatives.

7. I agree to pay all reproduction use fees when publishing, reproducing, or broadcasting this material in any format.

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Please check one:

☐ Mail my order to above address. There is a minimum $5.00 shipping/handling fee for orders.

☐ Call me at the phone number listed above when my order is ready.

☐ Send my order Federal Express and bill my account number.

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The reverse side of this form must be completed when placing an order.
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Estimated publication/production date: ______________________________
Non-Profit: □ Yes □ No Non-profit identification number: _____________
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□ Website □ Advertising □ Exhibition □ Other ______________________

**Publisher/Production Company Information:**
Company: _______________________________________________________
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□ Any of above, with repeats

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_________________________________  _________________________  _________________________
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Photographic Reproduction Permission

__________________________, having made a written request, paid all required fees, agreed to **properly credit the Museum** and agreed to **submit a copy of the publication to the Oshkosh Public Museum**, is hereby granted permission to publish the following photographs from the collection of the Oshkosh Public Museum and granted one time usage rights of the project, ______________________________. Permission does not apply to 2nd editions, reprints, or updated publications.

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__________________________, Museum Representative

__________________________, Date