

Museum Policies for *Lakeview* Mansion
Prepared by the Jamesburg Historical Association
Adopted September 6, 2006



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Mission Statement

The mission of the Jamesburg Historical Association is to restore and preserve *Lakeview*, the historic Buckelew Mansion, and to establish, sponsor, conduct, promote, and maintain an educational and cultural program of exhibitions, workshops, tours and lectures, devoted primarily to preserving the legacy of James Buckelew and increasing the knowledge and understanding of the history, culture and folk heritage of the State of New Jersey, Southern Middlesex County and the Borough of Jamesburg.

Statement of Purpose

The Jamesburg Historical Association is the caretaker of *Lakeview* Mansion, the museum of Jamesburg, New Jersey, and the historic home of James and Margaret Buckelew (1830-1901). The Jamesburg Historical Association is dedicated to the collection, documentation, preservation, interpretation and display of the material culture of the State of New Jersey, Southern Middlesex County communities, the Borough of Jamesburg, the Buckelew family, including previous and subsequent owners and household items pertaining to the eighteenth, nineteenth and twentieth centuries. The purpose of the museum is to increase the knowledge and understanding of the history, culture, and folk heritage of the State of New Jersey, Southern Middlesex County and the Borough of Jamesburg. To achieve this purpose, the Jamesburg Historical Association will actively pursue the establishment, expansion and the maintenance of its collections in the areas of archaeology, geology, natural history, social and political history, folklore and the arts which have a direct and relevant connection with the entities abovementioned.

Lakeview Mansion's collections are to provide a basis for its exhibition and educational programming, for research and study, for special lectures and symposia, and for the cultural and educational enrichment of the residents and visitors of the Borough of Jamesburg.

The Jamesburg Historical Association is dedicated to restoring, preserving and furnishing the property known as *Lakeview*, the Buckelew Mansion, and its outbuildings. This will be achieved through solicitation and voluntary contributions of money and property, with marked preference given to historical writings and pertinent Southern Middlesex County artifacts, by gift, deed or bequest. When deemed appropriate or mandated by gift, funding will be used to purchase or restore furnishings. Representing a not-for-profit educational corporation, the Jamesburg Historical Association is not organized for pecuniary profit and no activities of the corporation shall be engaged in for profit or commercial purposes.

Process for Donating an Artifact

If you are considering donating an object, please read the Acquisition Policy which will help you understand our criteria for collection.

Once you are satisfied that your donation fulfills our criteria, contact the curator by e-mail at webmaster@jamesburg.net, telephone 732-521-2040, or write to The Jamesburg Historical Association, 203 Buckelew Avenue, Jamesburg, NJ 08831-1642 and you can arrange a time to meet the curator to make the donation.

When the curator has agreed to accept the donation, an acquisition form will be filled out by the curator. On this form, the name and type of artifact, where it was found, and its history (if known) will be recorded for posterity, along with your name and address.

The donor will then be asked for his\her signature, and if the object is not a loan, also to sign an agreement that the object will be placed permanently in the care of the Jamesburg Historical Association.

You will then be sent a copy of the form for your records, along with a thank-you letter.

Please note: Due to space restrictions, it will not be possible to display all donated objects in *Lakeview* Mansion. They may be placed in storage for further preservation or future exhibitions.

Acquisition Policy

Means of Acquisition

Materials and objects may be acquired by abandonment, bequest, copy with permission of the owner, excavation, exchange, field collection, gift, purchase, transfer from a governmental body, or any other method which transfers title to the Jamesburg Historical Association.

All rights and interests, including reproduction, title, and copyright shall be obtained by the Jamesburg Historical Association for all acquisitions without restrictions or conditions, if possible, or shall have the potential for assignment to the Jamesburg Historical Association under appropriate law.

Criteria

Only those categories of material which meet the following conditions and governing rules of acquisitions will be accessioned into the museum's collections:

- The object must have intrinsic value.
- The object(s) must be consistent with and be relevant to the stated purpose, scope and activities of the museum, including time period and relevance to the Borough of Jamesburg and its entities.
- The object(s) must be of "museum" quality. Primary consideration will be given to the museum's ability to provide proper care and storage for any artifact or work of art. No object(s) should be considered for acquisition if its physical condition exceeds the museum's financial ability to provide for its care and preservation.
- The museum must be able to provide proper storage for any acquisition under consideration.
- The object(s) must have a verifiable record of authenticity and provenance. The provenance of acquired objects shall be a matter of public record.
- The objects must have a free and clear title.
- The museum acknowledges its responsibility to ascertain that objects offered, whether by purchase, exchange, gift or bequest, are not stolen, wrongfully converted or acquired under false pretences.
- The museum will decline to accept archaeological material if there is reasonable belief that the circumstances of its recovery involved the recent unscientific excavation or intentional destruction of sites either within or without the United States.
- The museum shall at all times be aware of and sensitive to the concerns of all communities and traditions within the Borough of Jamesburg and the surrounding communities of Middlesex County when considering the acquisition of artifacts and other material.
- If the museum should discover that it has inadvertently acquired an object that is proven to have been obtained in violation of the three above criteria, the museum

shall seek to return the objects(s) to its legal owner or shall seek to determine, through outside recognized and competent authorities, the proper means of disposition.

- The donor is responsible for appraisals of value over \$500.00. Under no circumstance shall the museum provide an appraisal of a donation. It may offer only suggestions concerning outside appraisal services.
- All acquisitions are to be outright and unconditional.
- All donations to the museum's collections are irrevocable upon the formal and physical transfer to the museum.
- All legal instruments of conveyance and warranty of title, signed by the donor/seller/agent setting forth an adequate description of the objects involved and the precise conditions of transfer shall accompany all acquisitions.
- All acquisitions by gift or bequest to the museum must remain in the possession of the museum for as long as they retain their physical integrity and authenticity, and as long as they remain useful for the purposes of the museum.
- Vendors offering works of art or objects for sale to the museum must be established as reputable merchants. The museum shall avoid acquiring objects from known or recognized independent "artifact traders" and "treasure hunters".
- The integrity, good name, and well being of the Jamesburg Historical Association and *Lakeview* Mansion shall inform all decisions made by the museum curator and members of the Jamesburg Historical Association Executive Board regarding the acquisition and disposal of museum objects.

Acquisition Stipulations

- All acquisitions to the Jamesburg Historical Association collections must be approved by the museum curator or the Jamesburg Historical Association Executive Board.
- All acquisitions will be handled on a case-by-case basis; giving preference to items desired and that historically would have been used or seen by the residents in the area of the Borough of Jamesburg and Southern Middlesex County. The Jamesburg Historical Association has the right to refuse donations on the basis of current ownership of the same or similar item(s).
- No staff member may obligate the Jamesburg Historical Association to the acceptance of any materials not consistent with the intent or spirit of the acquisition policy.
- A record will be maintained on all Jamesburg Historical Association permanent acquisitions. Records will include signed legal documents, and may include appropriate inventories and historical information.
- The Jamesburg Historical Association does not guarantee to store donated material together as a unit. Artifacts, objects, manuscripts, books, photographs and moving images will be curated by the appropriate division.
- The Jamesburg Historical Association does not guarantee that all materials will be on display, due to space and exhibition limitations.
- Materials will be retained permanently if they continue to be relevant and useful to the mission and purpose of the Jamesburg Historical Association, and if they

can be properly stored, preserved, and used. Deaccessioning (permanent disposal) of materials may be considered when one or more of these criteria no longer prevail.

- Finding aids will be welcomed with deposits where bulk is likely to render the documents otherwise inaccessible until processed.
- Gifts to the Jamesburg Historical Association are deductible from taxable income in accordance with the provisions of the federal income tax law. Donors wishing to avail themselves of a tax deduction for an amount over \$500.00 must provide the Jamesburg Historical Association with a written appraisal provided by an independent third party.

Maintenance and Access to the Collections

Maintenance of the Collections

All the collections of the Jamesburg Historical Association shall be curated according to the highest professional standards attainable and available. That curation aims to preserve and maintain the collection, and the objects and associated data they contain, so they will be available in perpetuity for use in studies and exhibitions. To assure that those standards are met, each collection in *Lakeview* Mansion shall be assigned to the responsibility of the curator.

Access to Collections

During normal operating hours, the collections shall be accessible for legitimate research and study by responsible investigators, subject to procedures necessary to safeguard the objects and to restrictions imposed by limitations of space and facilities, exhibition requirements, and availability of appropriate curatorial staff. Items on permanent or temporary display may be accessed by special arrangement or at a time agreeable by the researcher, the curator, and the Jamesburg Historical Association Executive Board. Special access arrangements for times outside the normal operating hours may be granted via a written request to the Jamesburg Historical Association, which must be approved by the curator and Jamesburg Historical Association Executive Board.

Photocopying

For a fee of \$0.10, black and white photocopies may be made of documents and manuscripts in the collections of the Jamesburg Historical Association.

For black and white or color copies of photographs, please refer to the Photograph Reproduction and Use Policy.

Photography and Filming

With certain limitations, the Jamesburg Historical Association permits scholars, students and the general public to photograph *Lakeview* Mansion and its collections.

Photography with hand-held cameras is permitted in *Lakeview* Mansion without written permission only for noncommercial personal, educational or academic purposes (defined as without personal or corporate gain). All other uses require advance written permission. However, photography or filming that may interfere with public use of the museum requires permission.

Requests for commercial filming or photography shoots must be made in writing to the Jamesburg Historical Association to arrange for a written agreement and conditions. The

Jamesburg Historical Association reserves the right to deny requests from commercial vendors based upon the use of the materials. These requests are handled on a case-by-case basis.

Requests by Members of the Press

Requests for photography and filming for news, publicity and promotional purposes require advance notification. Members of the media should contact:

Jamesburg Historical Association
203 Buckelew Avenue
Jamesburg, NJ 08831-1642
732-521-2040
jamesburghistory@aol.com

Food and Beverages

To maintain the decorum of the museum, no food or beverage may be brought in *Lakeview* Mansion or the archives room except for official Jamesburg Historical Association functions.

Loans

Incoming Loans

Incoming loans shall be accepted only for purposes of research or exhibition under the following conditions:

- Incoming loans shall not be accepted if they do not meet the same standards set forth in acquisition policy above.
- While the loans are in the care of the Jamesburg Historical Association, they will be handled, conserved, stored, and exhibited, as required by the lending institution or otherwise accorded the same professional care as if they were part of the Jamesburg Historical Association's collections.

Outgoing Loans

The Jamesburg Historical Association lends objects to qualified institutions for scholarly research and exhibition subject to the policies and practices consistent with the Jamesburg Historical Association's collection policies.

However, the following pertain to all outgoing loans:

- Objects shall not be lent to individuals except under exceptional circumstances and then only on the recommendation of the curator and with the approval of the Jamesburg Historical Association Executive Board. Before lending to individuals, the committee must make every effort to seek an institutional affiliation or endorsement for that person. If an institutional affiliation is impossible to establish, then written reasons must be stated with the loan form.
- Objects requested by students will require faculty or institutional endorsement and will be considered the direct responsibility of the faculty member or institutional representative endorsing the request.
- Loans shall not be transferred by the borrower to any other institution or individual without prior written approval.
- The maximum duration of any loan shall be one year, but shall be subject to renewal.
- Objects shall not be loaned for destructive analysis.
- To obtain an object on permanent or temporary display at *Lakeview* Mansion, special permission must be granted from the curator and Jamesburg Historical Association Executive Board. The Jamesburg Historical Association reserves the right to refuse immediate access to items on permanent or temporary display. Special consideration will be given to those wishing to obtain a loan on these items on a case-by-case basis.
- All outgoing loans must be picked up from *Lakeview* Mansion by the individual or institution requesting the loan. Under no conditions will the any part of a collection, object, or artifact be mailed to the loan recipient.

Photograph Reproduction and Use Policy

The Jamesburg Historical Association (JHA) makes its pictorial collections available while carefully maintaining the physical and intellectual integrity of the historic materials. Your interests and the preservation of the materials will be assured by the observance of these policies and procedures.

All photographic and digital copies of materials in the JHA collections must be reproduced by the Association at the expense of the requestor. All copy negatives are the property of the JHA. Slides, transparencies, prints, and digitized images may not be copied or duplicated by the patron. Requests to videotape photographs must be approved by the *Lakeview* Mansion curator and JHA Executive Board.

- The patron accepts all responsibility for possible copyright infringement arising from the use of reproductions from the JHA collection.
- The JHA does not grant or transfer any copyright or other intellectual property rights in the photographic material to the patron. If the JHA grants the patron's request for use of the photographic reproduction, permission will be granted to the patron for one-time use only. Any subsequent use of the material requires the written permission of the curator and JHA Executive Board. All other rights, including those of further publications, are reserved in full by the JHA.
- The patron will assume any and all responsibility for questions of copyright which may arise from use of any images. In cases where the copyright is held by a third party, written permission must be secured by the applicant from that party or their agent and must accompany the application.
- The patron agrees to comply with the following requirements for a JHA credit line on published or displayed reproductions of JHA materials. The credit line for published and displayed images should read "Collection of Jamesburg Historical Association, Jamesburg, New Jersey." Please confirm the appropriate credit line with the JHA prior to publication or display. Additional photographer's credit may be required.
- Alterations, including cropping of the original image, are not allowed in the publication of materials unless special written permission is given by the curator or JHA Executive Board. The credit line for cropped images should read "Detail of (photo name), Collection of Jamesburg Historical Association, Jamesburg, New Jersey." The JHA reserves the right to require a publication proof prior to final use approval.
- The patron shall send a copy of any publication containing reproductions of JHA materials to the JHA without charge. The patron shall provide the JHA with the Internet address (Universal Resource Locator) for reproductions appearing on Websites.
- The JHA reserves the right to deny copy order requests; limit the number of photographic and digital copies; restrict the use or reproduction of collection materials including rare, valuable or fragile items; ensure that material is

- reproduced with integrity; and charge special reproduction fees on items involving unusual difficulty in copying or that must be taken offsite to reproduce.
- Requests for copies of photographic items intended for commercial use may be subject to a special contractual procedure and agreement with the JHA. These requests, as well as any requests not specifically mentioned within the above policies, should be submitted in writing.
 - Patron orders are held for pick-up for one month.
 - The JHA charges all patrons a fee for photographic reproduction requests. The patron is responsible for the cost of reproducing an image and any other costs associated with its reproduction, including, but not limited to material costs, travel expenses, and shipping expenses.
 - The patron shall defend, indemnify, and hold harmless the Jamesburg Historical Association, its officers, employees, and agents against all liabilities, damages, expenses, including attorneys' fees, resulting from any claims and other proceedings by any third party for copyright infringement or any other legal or regulatory cause of action arising from the patron's use of Jamesburg Historical Association collection materials.

Definitions

Acquisition is the discovery, preliminary evaluation, negotiation for, receiving permission to copy (in the case of documentary materials) or receiving ownership of, and taking custody of material(s) for addition to the collections of the Jamesburg Historical Association.

Accessioning is the formal process used to accept and record material(s) into the collections of the Jamesburg Historical Association.

Collections shall include permanently accessioned material held by any of the Jamesburg Historical Association's divisions. This includes museum objects, archival material, library books and material, archeological objects, etc.

Curator is the person appointed by the Jamesburg Historical Association to manage or oversee the museum objects, collections, archival material, library books and material, archeological objects, etc.

Deaccessioning is the formal process used to remove material(s) in the collections of the Jamesburg Historical Association, either by purchase from an established institution or through a donation.

Donor is the individual, group, corporate, or governmental body from which material is acquired by the Jamesburg Historical Association through any means.

Finding Aids are published and unpublished descriptions of documents and images, created either by the originating corporate body, an individual creator or donor, or the repository, to establish physical and intellectual control over the material and to make it accessible to researchers. Basic finding aids include guides, inventories, card catalogs, checklists, shelf lists, and indexes.

Loan is the temporary transfer of an artifact, material, or object from the collection of one institution or private entity to another for the use of study, scholarly research, or public display.