

International Society Daughters of Utah Pioneers

Satellite Museum Policies and Guidelines

1. Museum Regulations

- a. ISDUP-issued Museum Mission Statement applies to all DUP satellite museums.
- b. All decisions made regarding any DUP museum must be consistent with ISDUP By-Laws.
- c. All DUP museum collections (and buildings where applicable) are owned by the local DUP organization.
- d. The Chain of Accountability for the collections/buildings is as follows: Museum Director, Museum Board, Leader of owning organization (Camp Captain/s or Company President/s), International Society DUP (for collections *only*).

2. Museum Policies

- a. All artifacts, display cases, materials, and buildings are owned in perpetuity by DUP. No artifact may be loaned, traded, or de-accessioned to an individual or to another organization. No artifact may be destroyed or de-accessioned without the consent of the Museum Board. No artifacts may be sold, given away, or returned to a donor or the donor's family.
- b. The artifacts collected by DUP shall have been owned or made by a Utah Pioneer who arrived in the area before the railroad (May 10, 1869). Special emphasis shall be put on those artifacts representing pioneers of their own communities. All artifacts shall have been made prior to 1900. Each museum, at the discretion of the Museum Board, may collect some artifacts after the 1900 cut-off if they feel they are of special significance to their community.
- c. DUP Museums belong to DUP Companies/Camps. All artifacts and collections belong to Companies and Camps under ISDUP. Companies and Camps are responsible to maintain the complete collection. If they are no longer able to, the Camp must notify the Company and ISDUP in writing. The collection then becomes the responsibility of the Company. In case of a Company not being able to care for their collection, it becomes the responsibility of ISDUP to relocate it within the area or it reverts back to the ISDUP Museum.
- d. Yearly Company Statistical Reports must list every log cabin, museum, and collection owned by DUP.

3. Museum Governance

- a. Each Museum must have a Museum Board of Directors. There must be at least three members on the board (but there can be more if you desire).

- i. There should be one Museum Director, assigned by the Company President or Camp Captain.
 - ii. An appointed representative from the owning organization/s [this may be the Camp Captains or Company Presidents themselves or may be a representative/s appointed to represent them]. If more than one Camp or Company owns the collection, each shall have a representative on the board.
 - iii. Any other appointed members may be jointly chosen by the Museum Director and the head of the owning organization/s.
- In the case of a Company Museum, the Company President assigns the Director, together they can choose the other members of the Museum Board.
 - 1. The Museum Director, together with the Museum Board, makes all decisions concerning the museum.
 - 2. The Museum Board is accountable to the Company President.
 - 3. If more than one Company oversees the museum, each Company shall be represented by at least one member on the Museum Board.
- In the case of a Camp Museum, the director will be assigned by the Camp Captain; together they can choose the other members of the Museum Board.
 - 1. The Museum Director, together with the Museum Board, makes all decisions concerning the museum.
 - 2. The Museum Board is accountable to the Camp Captain.
 - 3. If more than one Camp oversees the museum, each Camp shall be represented by at least one member on the Museum Board.
 - 4.
- b. Museum Board meetings shall be held regularly at a regular time, date, and place.
- c. Keys. At least three people should have keys to the museum. One set of keys must be held by the Director. The second set of keys must be held by the Camp Captain or Company President. The third set of keys should go to a member of the Board. If a new Director is assigned those keys must be relinquished to her.
- d. The Museum Board shall be responsible for establishing museum projects, determining museum priorities, seeing that all museum and financial matters are handled in an open and accountable manner, and that all necessary paperwork is sent to all the lines of accountability.
- e. The day-to-day application of the decisions made by the Museum Board will be carried out by the Museum Director and the museum staff.

4. Operational Guidelines and Priorities

- a. Deeds and Other Legal Documents. All legal documents concerning your museum should be safe-guarded in the White Loose leaf binder that ISDUP compiled for you. See that all Deeds, Leases, and Agreements are in order.
 - i. If the building is owned by DUP, there should be a deed for the land it sits on or a written agreement with the owner of the land that the building belongs to DUP. Also included should be a building maintenance agreement and an agreement for the responsibility of Liability Insurance.
 - ii. If the collection is in a building owned by others, the binder must include a written agreement that the owner of the building acknowledges that the collection belongs to DUP. The various responsibilities for both the building and the collection should be outlined in writing.
 - iii. If the collection is housed with another collection, there must be written guidelines for the separation of the collections and the responsibilities for each.
 - iv. ISDUP must be notified in writing beforehand, if a building owned by the Company or Camp is to be sold or new property is planned to be purchased (this does not include artifacts).
 - v. One extra copy of each agreement is to be kept in your White Loose leaf binder and one copy is to be mailed to the ISDUP Museum Coordinator, if not previously done.
- b. Inventory. Museums should maintain a current inventory of their collection. If a copy of your inventory has not been sent to ISDUP, you must ensure that this information is on record with the ISDUP Museum Coordinator.
- c. Accessioning. Each Museum should follow standardized accessioning procedures for all new artifacts.
 - i. Use responsible guidelines in accepting artifacts into the collection. They should be of importance to Pioneer History before 1900 and settlement of the community. They are of extra value if they belonged to, were made by, or used by a specific pioneer. We seek to represent all pioneers in each community.
 - ii. Maintain a permanent accession record in a bound book.
 - iii. Acquire a written deed of gift for each donation.
 - iv. Provide a letter of thanks for each donation.
- d. Collection Management (see details in the White Loose leaf binder)
 - i. Care and handling of artifacts should only be done by trained staff members under the supervision of the Museum Director. Proper procedures for care and handling of particular artifacts are explained in the White Loose leaf binder.

- ii. Artifacts must never leave the collection site (this includes no exhibit loans or return to previous family or donor), except for professional conservation.
 - iii. No artifact or exhibit may be taken on loan.
 - iv. Each artifact should have a written cataloging worksheet, including descriptive information, measurements, original ownership, and donor information.
 - v. Each artifact should be marked with its accession number in an appropriate and reversible manner.
 - vi. Inventory management should be kept on computer, if possible.
 - vii. Each artifact should be cared for, displayed, and labeled correctly.
- e. Schedule
 - i. Make arrangements for summer Friday and Saturday opening and post contact information on your Museum door.
 - ii. Each DUP Museum should be open on July 24th and on the state's Museum Day in the fall.
 - iii. ISDUP Museum will be closed on State Capitol closures.
- f. Establish Emergency Procedures
 - i. Museum Board should consider appropriate actions in the case of fire, water damage, earthquake, or other disaster.
 - ii. Museum Board should have contact information readily available for police, fire station, gas company, electric company, water company, etc.

5. Museum Finances

- a. Museum. Accounts and investments for museums can be separate from DUP accounts as long as records are reported to the Company or Camp Secretary/Treasurer. Accurate financial records must be provided yearly.
- b. Grants. Grant money can only be used for the purpose stated in the grant. Grants must be completed as proposed. A copy of all grant applications must be sent to the ISDUP Museum Coordinator. A copy of the grant applications and completion form must be sent to the ISDUP Museum Coordinator. All grant monies must be handled separately from other museum monies.

6. Pioneer Histories and Photographs

- a. Histories and photograph collections are usually taken care of by the area museum and are considered part of the local DUP museum collection. This information, which can be available and sold to direct descendants, is conserved as part of the DUP sacred trust and is not to be loaned or distributed by any other organization.
- b. Histories. A copy of each history shall be mailed to the ISDUP History Department, if it has not already been done.

- c. Photographs. The photograph collection shall be cared for as artifacts. See the White Loose leaf binder for details on caring for photographs.