

COLLECTIONS COMMITTEE
AGENDA
Wednesday, 13 September 2017
2:30 pm

- I. Call to Order
- II. Approval of Minutes
 - a. August 9, 2017 minutes
- III. Acquisitions, Donations, Purchases
 - a. Anthropology
 - b. Archives
 - c. History
 - d. Natural History
 - e. Historic Structures
- III. Deaccessions/Transfers
 - a. Anthropology
 - b. Archives
 - c. History
 - d. Natural History
 - e. Historic Structures
- IV. Loans
 - a. Anthropology
 - b. Archives
 - c. History
 - extension of loan to LA Plaza de Cultura y Artes
 - d. Natural History
- V. Collections Management
- VI. Other Issues
 - a. Rising Above enlargements
 - b. minutes procedures
- VII. Adjournment
- VIII. Attendance

Next meeting: Wednesday, October 11, 2017, 2:30pm Museum Conference Room

Riverside Metropolitan Museum

MINUTES- DRAFT

AUGUST 9, 2017

2:30PM

MUSEUM CONFERENCE ROOM

MEETING CALLED TO ORDER BY	Alexander Nguyen at 2:32pm
TYPE OF MEETING	Collections Committee
FACILITATOR	Alexander Nguyen
NOTE TAKER	Amanda Frank
ATTENDEES	Alexander Nguyen, Dr. Brenda Buller Focht, Chuck Wilson, Dr. Robert Przeklasa, Lynn Voorheis, Danielle Leland (for Teresa Woodard Belding), Amanda Frank, Elio Palacios, Jr. (guest), Ann Lovell (guest)

Deaccessions/Transfers

ANTHROPOLOGY **REPATRIATION OF CULTURAL PATRIMONY, A STRING OF BEADS AND CLOTH BAG, TO THE RINCON BAND OF LUISEÑO INDIANS** DR. BRENDA BULLER FOCHT

DISCUSSION	<u>Brenda-Member Buller Focht</u> proposed ds returning this object to Rincon <u>Band of Luiseno Indians</u> because it is an object of cultural patrimony and thus relevant to NAGPRA. Stated this was someone's personal possession from Rincon <u>Band of Luiseno Indians</u> . <u>Brenda-Member Buller Focht</u> contacted Rincon <u>Band of Luiseno Indians</u> and they are interested in having this object.		
Member <u>Przeklasa</u> suggested this is not an example of cultural patrimony. Explained certain aspects of NAGPRA. Also noted the shop this was sold at was not located on the Rincon reservation. <u>Brenda-Member Buller Focht</u> noted our records indicated (perhaps erroneously) the shop was on the reservation.			
Members discussed whether or not this object needs to be returned.			
Group discussed NAGPRA, how it works, and what we know of in our anthropology collection that needs to be added to the NAGPRA registry.			
CONCLUSIONS	Motion: Deaccession/transfer postponed. Curators will put the object on the NAGPRA registry to give other tribes/groups a chance to claim it. Will determine how long this will stay on registry.		
Motion made by Chuck Wilson; seconded by Robert Przeklasa; all in favor			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Notify Rincon of plan		Dr. Brenda Buller Focht	
Add object to registry		Dr. Brenda Buller Focht	
Revise argus record to indicate correct location of store where beads purchased		Dr. Robert Przeklasa	

NATURAL HISTORY

TRANSFER OF RIVERSIDE METROPOLITAN MUSEUM CLARK HERBARIUM AND THE CLARK FUND TO UNIVERSITY OF CALIFORNIA, RIVERSIDE HERBARIUM

ALEXANDER NGUYEN/
DR. BRENDA BULLER FOCHT

DISCUSSION	<u>Alex-Acting Member Nguyen</u> stated UCR would be a better home for the Clark Herbarium due to available staff, more appropriate storage facilities, and greater access to researchers. <u>Alex-Acting Member Nguyen</u> said this would honor the intent of the Clark family in their bequest to RMM. Stated money has been misspent in the past. Noted UCR is interested in receiving this collection.		
Other members suggested reasons to keep the Clark Herbarium at RMM, including: value to research, potential to partner with Smithsonian and major institutions, relevance to mission statement, provides context to basketry collection, would require lengthy deaccession process, would be less publicly accessible at UCR, relation of collection to our institutional history (famous botanist Jaeger), collection is self-funded			
Member <u>Przeklasa</u> stated there is room for the collection at Rumsey, and Clark funds can be used to buy new cabinets.			
CONCLUSIONS	Motion: Table deaccession of Clark Herbarium. Curators will develop a plan for the future care, use, and storage of Clark Herbarium if it were to remain at RMM.		
Motion made by Chuck Wilson; Seconded by Lynn Voorheis; all in favor			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Prepare proposal for future use, care, and storage of Clark Herbarium		Curators	9/05/2017

Other Issues

UPDATE ON COLLECTIONS COMMITTEE PROCEDURES

DISCUSSION	Discussed new timeline for sending out collections committee packet electronically to members. Amanda-Member Frank suggested receiving agenda items/reports from members by Monday of week prior to meeting, and Amanda-Member Frank will then send out completed packet and agenda the Wednesday of week prior to meeting.		
Discussed references to collections committee in collections management policy			
Discussed conflicting overlap in collections management policy and collections plan, particularly in regards to deaccessions			
CONCLUSIONS	Lynn Member Voorheis, with help of curators, will look at the collections management policy and collections plan and examine overlap that could cause confusion.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Examine overlap in collections management policy and collections plan		Lynn Voorheis (with help of curators)	9/05/2017

Chuck Wilson motioned to adjourn, Robert Przeklasa seconded
Meeting adjourned 3:51pm

Next meeting: Wednesday, 13 September 2017, 2:30pm Museum Conference Room

Riverside Metropolitan Museum

MINUTES-TO BE APPROVED AT 10/13/2017 MEETING

SEPTEMBER 13, 2017

2:30PM

MUSEUM CONFERENCE ROOM

MEETING CALLED TO ORDER BY	Alexander Nguyen at 2:35pm
TYPE OF MEETING	Collections Committee
FACILITATOR	Alexander Nguyen
NOTE TAKER	Amanda Frank
ATTENDEES	PRESENT: Alexander Nguyen, Dr. Brenda Buller Focht, Chuck Wilson, Dr. Robert Przeklasa, Lynn Voorheis, Teresa Woodard Belding, Danielle Leland, Amanda Frank, Ann Lovell (guest) ABSENT: Bergis Jules

Approval of Minutes

AUGUST 9, 2017 MINUTES

AMANDA FRANK

DISCUSSION	Member Przeklasa recommended the following minor changes: refer to participants as “Member + last name”, specify which member made a comment, use past tense, refer to Rincon as Band of Mission Indians		
Acting Member Nguyen noted he should be referred to as Acting Member.			
Member Przeklasa asked if the action item deadline of 9/05/17 was given at the August meeting, Member Voorheis and Member Frank confirmed this deadline was not actually stated at the meeting and thus should be removed from the minutes.			
CONCLUSIONS	Motion: Approval of the minutes as amended		
Motion made by Chuck Wilson; seconded by Robert Przeklasa; all in favor			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Amend August 9 2017 minutes		Amanda Frank	

Loans

HISTORY

**EXTENSION OF LOAN TO LA PLAZA DE
CULTURA Y ARTES**

DR. ROBERT PRZEKLASA

DISCUSSION	Member Przeklasa explained LA Plaza de Cultura y Artes has requested an extension of this loan because the curator handling the loan left and they thus need extra time. They have also had great reception to this exhibit. Member Przeklasa noted it is a very good exhibit,
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	and added the museum will allow us to view the exhibit if we tell them we are from RMM.	
Member Przeklasa noted the objects are metal and thus light damage is not an issue. Also noted building meets our requirements, as seen in their facility report.		
Member Przeklasa recommends extending the loan because: they are in a safe environment, and this is not the ideal time to take the items back because we are the middle of a move.		
Member Wilson asked what is displayed in the exhibit to show the objects are from us. Member Przeklasa noted there is a placard, and Member Wilson asked if we have standard terminology for what we want displayed by the borrowing institution to give us credit for the objects. Member Przeklasa said the standard is at the end of a small label, the label should read “Courtesy of the Riverside Metropolitan Museum.” He added sometimes the institution will also add a small description of RMM. Acting Member Nguyen asked if there are standards such as use of City of Riverside font or the city logo, Member Przeklasa and Member Voorheis replied there are not. Member Frank then read the statement in the loan terms regarding crediting RMM, which simply states label will credit the Riverside Metropolitan Museum, Riverside, CA. Acting Member Nguyen noted borrowing institutions can thus create labels the way they normally would. He then asked if it is typical in the museum world to require such standards aside from a credit line, curators said no.		
Member Buller Focht noted two of the objects from this loan are not listed in Argus as on exhibit. Member Frank said this was an oversight and she has already corrected this.		
Acting Member Nguyen asked if we have a limitation for how long things can be on loan. Member Przeklasa said this is determined on a case by case basis depending on the fragility of the objects. Member Frank read the section on this issue in the Collections Management Policy, which states the loan period can vary and loans can only be extended in unusual circumstances. Member Przeklasa noted our move from the collections facility to be an exceptional circumstance, as well as LA Plaza losing the staff member that was responsible for this loan.		
CONCLUSIONS	Motion: Approve the continuation of the loan	
Motion made by Chuck Wilson; Seconded by Lynn Voorheis; all in favor		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Other Issues

RIISING ABOVE ENLARGEMENTS

DR. ROBERT PRZEKLASA

DISCUSSION	Member Przeklasa noted Dr. Norman Towels was the primary lender for the Rising Above exhibit. When Dr. Towels was at the museum last week to take back his objects, he asked what would be done with the enlargements used for this exhibit, and is interested in taking these enlargements if we do not need them. Member Przeklasa has spoken with other curators about this, and he noted Member Frank mentioned sometimes enlargements and labels are used later by researchers, but Member Przeklasa noted we still have digital copies and could print out additional copies to archive. He added Dr. Towels could likely use them for community expositions. Member Przeklasa said Dr. Towels is also interested in the 6 foot enlargements.
Member Buller Focht asked if the library could use the scans of the comic books.	
Acting Member Nguyen asked if we have digital copies of all of the smaller scans, Member Przeklasa confirmed we do.	
Member Wilson asked how hard it is to reproduce these again with our scans, Member Przeklasa said it would not be hard. Member Wilson asked how hard it would be to put on this exhibit again, Member Przeklasa said he would likely make new printed scans if we did this exhibit again, noted it is not expensive to make these small scans. Member Wilson suggested we could use these in a travelling exhibit next year for black history month to show the museum is still doing something.	
Member Buller Focht asked if the comic book images are from Dr. Towels' collections, Member Przeklasa and Member Leland noted some are Dr. Towels', some are from Member Leland, and some are open source	

images.		
Acting Member Nguyen asked if all of the objects from the exhibit are from Dr. Towels and other outside sources, Member Przeklasa, Member Woodard Belding, and Member Frank noted there were a few objects from our collection most of which were used as exhibit props.		
Member Przeklasa suggested stipulating we could use the enlargements for an exhibit in February, Acting Member Nguyen said we will not be doing any new exhibits.		
Member Przeklasa said the images used for the 6’ enlargements were from open source images, Dr. Towels, and one from the Academy of Motion Pictures Arts and Sciences that required payment.		
Member Przeklasa said in researching precedents for this, in the past someone was upset we gave away enlargements because they were expensive. He added the 6’ enlargements were \$100 each.		
Member Leland noted they would require storage and are of limited Riverside relevance.		
Member Frank asked if enlargements have ever been reused for later exhibits, Member Leland noted the Santa Ana River scans were reused from past exhibits and Member Voorheis noted Harada scans have been reused. Member Woodard Belding suggested these particular scans would not be likely to be reused because they have more limited local relevance.		
Member Voorheis noted this would be a goodwill gesture.		
Member Leland noted we should make sure we document our exhibits in argus, including putting our exhibit labels, images, programming in argus. Member Voorheis noted argus has this capability. Acting Member Nguyen said we will likely have an online presence for all our exhibits so they can live on.		
Acting Member Nguyen asked if Dr. Towels Dr. Towels had a strong desire to have the scans or only casually noted he would take them if we wanted to get rid of them. Member Przeklasa thinks Dr. Towels does have a strong interest in them for his community involvement.		
Member Przeklasa suggested Dr. Towels could make more use of them than we could.		
Member Leland and Member Przeklasa noted Dr. Towels gave a lot of his time to this exhibit. Member Frank stated we are quite indebted to him for this exhibit and this would thus be a goodwill gesture.		
Member Wilson noted he doesn’t have a problem with giving these to Dr. Towels as long as this is seen as a one-time decision rather than a precedent.		
Member Buller Focht suggested Dr. Towels has benefited from this exhibit because the exhibit has increased the monetary value of his objects. Member Przeklasa noted he came through for us in a moment of difficulty because of the concurrent exhibit at RCC.		
Acting Member Nguyen asked how many of the 6’ enlargements there are and how much they cost, Member Przeklasa noted there are 10 at \$100 a piece. Acting Member Nguyen asked what we would normally do with them, Member Przeklasa said we would store them.		
Member Przeklasa said he would lean towards giving them to Dr. Towels as a goodwill gesture and because he can make better use of them than we would. Also noted Dr. Towels would likely let us use them in the future if the need arises, and added Dr. Towels would have storage responsibility.		
Member Leland noted marketing materials were previously given to Kevin, who would select which ones to archive and which ones to dispose of or give away. Acting Member Nguyen noted in the future, we need to make sure there is a system to ensure people know these saved items exist.		
CONCLUSIONS	Motion: Give Dr. Towels this material but do not view this as a precedent.	
Motion made by Chuck Wilson; Seconded by Amanda Frank; all in favor		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Give enlargements/scans to Dr. Towels	Dr. Robert Przeklasa	

MINUTES PROCEDURES

AMANDA FRANK

DISCUSSION	Member Frank stated she wanted to clarify the minutes process. Noted she will from now on record the meetings, and this is the first month minutes were brought to collections committee for approval.
Member Frank noted for the past few months she has submitted collections committee minutes to Toni to add to following month's board packet. Member Frank suggested submitting minutes to the board after the minutes are approved by collections committee instead. Member Wilson asked if the board would then be viewing collections committee minutes that are 2 months old, Member Frank confirmed. Member Wilson	

suggested submitting both documents to each board packet: unapproved minutes from previous month, and amended minutes from 2 months ago. Member Wilson noted the 2 month wait time would not serve the board well, and the unapproved minutes would most likely require only changes to procedural elements.		
Acting Member Nguyen suggested unapproved minutes should not be labeled 'unapproved', but instead should be labeled 'to be approved at the [insert date] committee meeting'.		
Member Wilson suggested indicating the amendments in bold or italics. Acting Member Nguyen suggested using red line editing instead.		
Acting Member Nguyen instructed Member Frank to include the entire collections committee packet from the previous month in the board packet, rather than only the minutes.		
CONCLUSIONS (See below)		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
October board packet will include the September collections committee packet in addition to the amended August minutes and the 'to be approved' draft of the September collections committee minutes. This will be the procedure thus forward.	Amanda Frank	

MISCELLANEOUS DISCUSSION

DISCUSSION	Acting Member Nguyen asked what items we anticipate would be discussed in October. Member Buller Focht said she hopes to discuss the Rincon basket loan and the Rincon beads discussed in the August meeting. Member Woodard Belding would like to discuss the taxidermy at the Nature Center. Member Przeklasa would like to discuss a winnowing machine at Rumsey that is in poor condition, members discussed this briefly.
Member Frank noted she will be on vacation the week the October meeting packet materials are due to her, Member Buller Focht volunteered to stand in for Member Frank in this role for October.	

***Amanda Frank motioned to adjourn, Dr. Robert Przeklasa seconded
Meeting adjourned 3:12pm***

Next meeting: Wednesday, 11 October 2017, 2:30pm Museum Conference Room

COLLECTIONS COMMITTEE

TO: COLLECTIONS COMMITTEE

DATE: September 13, 2017

FROM: RIVERSIDE METROPOLITAN MUSEUM

SUBJECT: Extension of Loan to LA Plaza de Cultura y Artes

ISSUE:

Vote to approve a one-year extension of the outstanding loan of objects to the LA Plaza de Cultura y Artes museum in Los Angeles.

RECOMMENDATION:

That the Committee:

1. Approve an extension of the outstanding loan of objects to the LA Plaza de Cultura y Artes museum in Los Angeles.

BACKGROUND:

RMM loaned fourteen objects to LA Plaza de Cultura y Artes in November 2015 for an exhibition. The exhibition was well received and they asked for and received two extensions of the loan. They have requested a further extension of one year. The loan would end September 4, 2018.

DISCUSSION:

This extension poses no cost or burden to the Museum. It postpones any action on our part to a period when we will have new shelving in place in the collections storage facilities.

The objects on loan are not particularly light sensitive and can safely remain on exhibition.

The loan has given us a presence in Los Angeles, adding name-recognition and prestige as well as creating a partnership for the future.

Prepared by: T. Robert Przeklasa, Museum Curator

Approved by: Alexander Nguyen, Assistant City Manager and Acting Museum Director

Attachment: Outgoing Loan Extension LA Plaza de Cultura y Artes

Outgoing Loan Agreement



RIVERSIDE METROPOLITAN
MUSEUM



3580 MISSION INN AVENUE, RIVERSIDE, CA 92501

(951) 826-5273

Borrower LA Plaza de Cultura y Artes **Phone** 213-542-6200
Address 501 N Main St. Los Angeles, CA 90012

Loan Number: L015-8
No. of Items: 14
Total Value: \$625

Purpose and Period of Loan: One-year extension of outstanding loan for Mexican-American citrus exhibition. Loan to end September 4, 2018.

Accession No.	Object Description	Condition	Value
A758-9	Packing box	fair	\$75
A939-219	Hand pump	fair	\$50
A939-221	Citrus clippers	fair	\$50
A1100-8	Smudge pot	fair	\$150
A1584-5	Strainer – blue-rimmed	good	\$50
A1584-7A, B	Dishes – red-rimmed bowls	good	\$50
A1584-8A, B	Dishes – blue-rimmed bowls	good	\$50
A1584-9	Dishes – red-rimmed bowl	good	\$50
A1584-10	Dishes – blue-rimmed bowls	good	\$50
A1584-40	Dishes – red-rimmed bowl	good	\$50

It is understood that all of the loaned objects are held in trust for the people and City of Riverside and cannot be replaced. It is therefore guaranteed by the Borrower that extreme care will be taken of said objects while handling and displaying.

All objects loaned by the Riverside Metropolitan Museum (RMM) have been examined and are considered to be in sound condition for loan. No object may be altered, cleaned, or repaired without permission of RMM. No numbers, labels, or tags will be removed. Objects must be protected from unusual temperatures and humidity, excessive light, insects, vermin and dirt. Objects will be handled only by experienced personnel. Objects borrowed from the RMM may not be loaned to other individuals and/or institutions.

The Borrower is responsible for insuring the objects under a door-to-door policy for the full value listed on this agreement. In the event of a total loss of any or all of the loaned objects, the borrower will reimburse RMM for their full value in accordance with the schedule in this agreement. In the event of partial loss or damage to any or all of these objects, the Borrower will pay for necessary repairs, restorations, replacements, and labor. Thus, the loaned objects, from time of departure from RMM until they are returned, inspected and accepted by RMM, are at your risk from all hazards.

Unless noted in writing, the objects loaned by RMM may be photographed by the Borrower for a one time use only. Unless otherwise stated, RMM objects on exhibit may be photographed by the general public. Photographs of, or labels describing the loaned objects will credit the Riverside Metropolitan Museum, Riverside, California.

Packing and transportation will be arranged by RMM in agreement with the Borrower, and the Borrower will pay costs incurred unless the loan is at RMM’s request. Unpacking and repacking will be done by competent and experienced personnel who will repack the loaned objects in the same materials and fashion in which they were received by the Borrower. Damages, whether in transit or on the Borrower’s premises and regardless of responsibility, shall be reported immediately to RMM.

RMM reserves the right to cancel this loan agreement and recall the objects upon thirty days’ written notice to the Borrower, unless said objects are in danger of loss or extreme damage, at which time they will be removed immediately. The loan may be extended if approved in writing by the RMM Director or her(his) designate.

The Borrower acknowledges that he has read the conditions of this loan and agrees to abide by said conditions and certifies that he is authorized to agree thereto.

BORROWER’S SIGNATURE: _____ Title: _____ Date: _____

RMM Representative’s Signature: _____ Title: Curator of History Date: _____

Date Loan Returned: _____ Signature of Receiver: _____

BORROWER COPY

Outgoing Loan Agreement



RIVERSIDE METROPOLITAN
MUSEUM



3580 MISSION INN AVENUE, RIVERSIDE, CA 92501

(951) 826-5273

Borrower LA Plaza de Cultura y Artes **Phone** 213-542-6200
Address 501 N Main St. Los Angeles, CA 90012

Loan Number: L015-8
No. of Items: 14
Total Value: \$625

Purpose and Period of Loan: One-year extension of outstanding loan for Mexican-American citrus exhibition. Loan to end September 4, 2018.

Accession No.	Object Description	Condition	Value
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A1100-8	Smudge pot	fair	\$150
A1584-5	Strainer – blue-rimmed	good	\$50
A1584-7A, B	Dishes – red-rimmed bowls	good	\$50
A1584-8A, B	Dishes – blue-rimmed bowls	good	\$50
A1584-9	Dishes – red-rimmed bowl	good	\$50
A1584-10	Dishes – blue-rimmed bowls	good	\$50
A1584-40	Dishes – red-rimmed bowl	good	\$50

It is understood that all of the loaned objects are held in trust for the people and City of Riverside and cannot be replaced. It is therefore guaranteed by the Borrower that extreme care will be taken of said objects while handling and displaying.

All objects loaned by the Riverside Metropolitan Museum (RMM) have been examined and are considered to be in sound condition for loan. No object may be altered, cleaned, or repaired without permission of RMM. No numbers, labels, or tags will be removed. Objects must be protected from unusual temperatures and humidity, excessive light, insects, vermin and dirt. Objects will be handled only by experienced personnel. Objects borrowed from the RMM may not be loaned to other individuals and/or institutions.

The Borrower is responsible for insuring the objects under a door-to-door policy for the full value listed on this agreement. In the event of a total loss of any or all of the loaned objects, the borrower will reimburse RMM for their full value in accordance with the schedule in this agreement. In the event of partial loss or damage to any or all of these objects, the Borrower will pay for necessary repairs, restorations, replacements, and labor. Thus, the loaned objects, from time of departure from RMM until they are returned, inspected and accepted by RMM, are at your risk from all hazards.

Unless noted in writing, the objects loaned by RMM may be photographed by the Borrower for a one time use only. Unless otherwise stated, RMM objects on exhibit may be photographed by the general public. Photographs of, or labels describing the loaned objects will credit the Riverside Metropolitan Museum, Riverside, California.

Packing and transportation will be arranged by RMM in agreement with the Borrower, and the Borrower will pay costs incurred unless the loan is at RMM’s request. Unpacking and repacking will be done by competent and experienced personnel who will repack the loaned objects in the same materials and fashion in which they were received by the Borrower. Damages, whether in transit or on the Borrower’s premises and regardless of responsibility, shall be reported immediately to RMM.

RMM reserves the right to cancel this loan agreement and recall the objects upon thirty days’ written notice to the Borrower, unless said objects are in danger of loss or extreme damage, at which time they will be removed immediately. The loan may be extended if approved in writing by the RMM Director or her(his) designate.

The Borrower acknowledges that he has read the conditions of this loan and agrees to abide by said conditions and certifies that he is authorized to agree thereto.

BORROWER’S SIGNATURE: _____ Title: _____ Date: _____

RMM Representative’s Signature: _____ Title: Curator of History Date: _____

Date Loan Returned: _____ Signature of Receiver: _____

MUSEUM COPY