



# Museum Accession Policy

All artifacts (physical items) accepted by the Michigan Railroad History Museum in Durand Union Station shall be properly inventoried and given an appropriate identification number. The artifacts shall be stored in a secure an orderly manner and accessible as depot museum gallery display material.

## Criteria for Acceptance:

- Artifact must be related to railroading in Michigan.
- Artifact must be appropriate for future museum gallery displays.
- Artifact must become the exclusive property of the Michigan Railroad History Museum, with **no restrictions on its use or disposition**. A signed release from the donor is required.
- Artifacts must be placed on the inventory in a timely manner.
- In-depth details regarding what is and is not accepted at this time are available on the next page.

## Criteria for Use:

- Artifacts are to be used exclusively for museum exhibits and displays.

## Criteria for Disposition:

- Duplicate artifacts, artifacts not related to Michigan railroading, or artifacts inappropriate for use in museum gallery displays may be disposed of by sale or exchange with another museum after review by the project director, the museum coordinator, or a knowledgeable Acquisitions Committee Member.
- Artifacts having a sale value of more than \$50.00 must have approval of the Board of Directors prior to sale.
- Purchaser of artifacts shall be given a receipt for purchase price and a duplicate of the receipt shall be submitted to the treasurer along with the money.
- Funds from any sale of duplicate or inappropriate artifacts shall be used to defray any expenses related to museum displays.

Adopted February 2000



# Specific Accession Policies

## **Railroad Related Historic Structures:**

The railroad related historic structures of the Museum shall be limited to a Gate Tower and two railroad maintenance shanties currently in its possession.

Because of the significant expense related to the preservation and maintenance of historic railroad structures, the Museum will not accept such a donation without approval of the Board of Directors and assurance of a source of continued funding for preservation and maintenance.

## **Rolling Stock:**

The rolling stock of the Museum shall be limited to the caboose and baggage car already in its possession.

Because of the significant expense related to the preservation, maintenance, and storage of railroad rolling stock, no railroad rolling stock shall be accepted by the Michigan Railroad History Museum at this time.

## **Historic Furnishings:**

Historic furnishings will be accepted by the Museum only after careful analysis of any expenditures related to the acquisition and upkeep.

## **Furnishings and Equipment:**

Expenditures in excess of \$100.00 for furniture and equipment shall require Board approval. No furniture or equipment may be sold or disposed of without Board approval.

Adopted February 2000