

FACILITY USE / COLLECTION MANAGEMENT POLICY

Policy Number:	HR # 205
Effective Date:	May 2013
Application:	Applies to all employees, volunteers, and contractors of the Eastern Washington State Historical Society (EWSHS)
History:	Adopted by the board in January 2017 with changes made to staff titles. Formerly HR # 205.

Purpose - The mission of the Eastern Washington State Historical Society (EWSHS) is manifested through the presentation of cultural material within exhibitions and their related programs at its Northwest Museum of Arts & Culture and its historic Campbell House complex (MAC). In accordance with museum standards, the EWSHS/MAC strives to create an optimal visitor experience while maintaining safe environments for artifacts, staff and visitors.

In the galleries lighting, heating, cooling and humidification protect objects from physical deterioration. Exhibition design coupled with electronic and human surveillance protects museum collections from physical damage and theft. Controlling and monitoring the types of activities that take place in galleries further ensures the safekeeping of museum objects, maintains the appearance of the facility, and promotes a smooth routine of daily museum operations.

All of these elements, based on collection management standards upheld by the American Alliance of Museums (AAM) and required by lenders and insurers, constitute security for museum objects and contribute to a high-quality experience for visitors and staff.

FACILITY USE: EXHIBITION GALLERIES - Definitions

High Security Galleries = Campbell House and Galleries A (Walther), B (Day-Ellis), C, D (Huneke) and E (Davenport)

Medium Security areas = Carriage House, Helen South Alexander Gallery and Library Reading Room (Cheney Cowles Center)

Low Security= All other public areas

Gallery doors = solid white double push bar doors, key card controlled

Pocket doors = gallery interior, individual gallery doors

IPM = Integrated Pest Management (control of insect and rodent infestation through preventive measures)

DME = *Director of Museum Experience*

MCC = Museum Collections Curator

Collection Staff = *MCC, Registrar*

Standards for High Security Galleries

Environment

Temperature, humidity and light exposure:

- Environmental systems maintain an average 45% relative humidity, with fluctuations less than 5% +/- in a 24 hour period and a temperature average of 68-70 degrees.
- Light levels are controlled, set according to Collection Department recommendations as appropriate for material type and lender requirements.

Activities

Prohibitions:

- Food and drink are prohibited. Exception: Staff may have bottled water during installations, interviews, etc.
- Backpacks, umbrellas and bags larger than approximately 11" x 14".
- Live plants, cut flowers, bark, seed pods, ferns and other pollen bearing plants, logs, unsterilized wood, hay bales, taxidermy or animal hides. (This standard supports museum IPM strategies.)
- Use of ink and paint are prohibited in the gallery.

Allowed:

- Graphite-only sketching by individuals is permissible in exhibition galleries. The use of all other media requires pre-approval from a collection curator.
- Group sketching activities are coordinated and supervised by museum education staff.
- Handheld visitor photography for personal use, with or without flash, is allowed in exhibition areas unless otherwise posted in the gallery.
- Photography or videography requiring the use of larger equipment, such as tripods or light stands or involving intent to publish must be coordinated in advance with MCC or SCC.
- Museum staff are encouraged to accommodate media personnel promoting museum exhibitions and programs in the following manner:
 - Media personnel should contact museum Public Relations staff or DME who coordinates with Security Officer and collection staff to ensure a safe gallery environment.
 - Security personnel are authorized to accommodate media coverage during hours when DME, collection staff and development staff are not available. If media personnel arrive unexpectedly, visitor services staff should contact Security Officer.

Special Events:

- Special events that involve exhibition galleries are coordinated in such a way as to preserve museum collections as well as the quality of the visitor experience.
- Security Officer and supervisor schedule security personnel appropriate to the size of an event. Security Officer and supervisor are informed by DME or Registrar when collection management standards and exhibition lender requirements dictate specific security standards. Extraordinary security costs are reflected in the appropriate project budget.
- Art objects, cases and other elements of installed exhibitions may not be moved or rearranged for special events.

- In order to maintain preservation standards, programs and events in exhibition galleries must involve a collection curator in the early planning stages to be approved, especially those requiring the addition of seating or other elements.
- Corporate sponsorship of exhibits is acknowledged in a specified area within the design of the exhibit. Additional signage may be added in areas outside of the exhibition galleries, however the addition of signage in exhibition galleries requires advance approval from and coordination with DME.

Physical Security

High Security Galleries are either secured or supervised at all times. Trained security personnel are present during museum gallery open hours. During all other hours the exhibition gallery doors remain closed and locked unless dedicated security personnel are coordinated in advance. Facilities Supervisor, acting on behalf of the Security Committee and under the supervision of Executive Director, is responsible for enforcing gallery security as part of overall campus security.

Maintaining a Secure Perimeter:

- Amphitheater doors may not be propped open when the gallery doors are open. Exceptions are made only when advance plans provide for additional dedicated security staff.
- Gallery doors may not be left open unattended outside of regular museum hours without dedicated security personnel. Gallery E egress doors may be left open if security gate is in place and locked.
- All museum employees are always responsible for maintaining a secure perimeter. Leaving perimeter doors unsecured and unattended may result in disciplinary action.

Exhibits:

- EWSHS/MAC and loaned collections are exhibited in display cases or are otherwise physically protected. Any exception to this standard must be coordinated with MCC or Registrar during exhibition design phase.
- Exhibition artifacts may not be moved or removed without the authorization of DME or collection staff.
- Damage, loss or change in condition to exhibition artifacts must be reported immediately to collection staff.
- Damage, change or malfunction of all other aspects of an installed exhibition should be reported to Exhibit Preparator.

Work-related Gallery Access: The following protocol is intended to maintain security when job critical functions require access to high security galleries.

Overall:

- Exhibition gallery access outside of museum public hours is limited to job critical activity and arranged in advance with collection staff.
- Third parties (non-employees) are accompanied by museum staff at all times.
- Work involving equipment or that is disruptive in nature is scheduled during non-public hours.

Routine maintenance:

- Routine maintenance is carried out by individuals that have been trained by collection staff or Security Officer and is scheduled in advance with collection staff or Security Officer.

- Work involving equipment in the vicinity of installed exhibits or work resulting in particulates, fumes or heat is coordinated in advance with collection staff.
- Museum employees responsible for routine job functions in the galleries receive security training and agree to maintain a secure perimeter and limit light exposure.

Work other than routine maintenance is accommodated as follows and as staffing allows:

- To maintain museum security and preservation standards and ensure a quality visitor experience, work other than routine maintenance is coordinated in advance with collection staff and Security Officer.
- Work by vendors, contractors, press or other non-employees in galleries must be coordinated in advance with collection staff and Security Officer and must be accompanied by a museum employee at all times. Group tours during non-public hours must be arranged in advance and require at least two museum staff – one person dedicated to the security role.

FACILITY USE OTHER THAN EXHIBITION GALLERIES

Internal events include:

Events, both educational and promotional, organized internally for the greater benefit of the museum, its exhibits and programs.

External events include:

Community events sponsored by organizations other than the EWSHS/museum.

EXHIBITION/EAST BUILDING

Event Locations:

Museum Café, Admissions Level, Gilkey Room, Education Lobby and Art Classroom, Davenport egress lobby, Amphitheatre, Plateau Center and American Indian Activity Room.

Event deliveries:

- Equipment, food and catering, must not jeopardize security or adversely affect the visitor experience in the Exhibition Building.
- Alarmed doors may not be disarmed or propped without advance coordination and participation with Security personnel.
- Food deliveries are made through the main entrance.
- Food waste and garbage is removed in sealed bags or containers following events and at least daily. **No food waste is left over night in any area of the facility.**

Fire Safety and Pest Management:

Food presentation must not jeopardize fire safety and IPM efforts in the Exhibition Building or Campbell House.

- Sterno and steam tables are permitted for warming food.
- No open cooking outside of café kitchen
- Food may only be stored in designated areas.
- Food and drink are allowed in the Admissions Lobby, Gilkey Room, Plateau Center, American Indian Activity Center and Art Classroom.
- Food and drink are allowed in the Education Lobby when provisions have been made to prevent food and drink from entering the Exhibition Galleries.

Event decoration must not jeopardize fire safety and pest management standards in the Exhibition Building or Campbell House.

- Candles and open flame are not allowed.
- Helium balloons are not allowed.
- Plant material introduced to the Exhibition Building must follow the IPM standards below:
 - Cut flowers from florist, with the exception of pollen bearing types, are allowed in the Exhibition Building outside of Exhibition Galleries.
 - The following plant/organic material are prohibited in the Exhibition Building: live plants, seed pods, ferns and other pollen bearing plants, un-sterilized wood (logs, bark), hay bales, taxidermy or animal hides.

Any variation to this standard must be approved by MCC, DME or Registrar in writing *prior* to the introduction of the materials. Permission to bring restricted materials into the museum does not relieve the supplier of the liability to pay for fumigation costs or damage to artifacts resulting from pests or infestation.

CHENEY COWLES CENTER (CCC) / WEST BUILDING

Event Locations:

Helen South Alexander (HSA) Lobby and Johnston Auditorium, Administrative Level

Event deliveries:

Food and catering deliveries and presentation must not jeopardize security or visitor access in the CCC Building.

- Event deliveries are made through the HSA Lobby (east) doors of the CCC Building only. Deliveries and event set-up must not interfere with access to the Library during public hours.
- The Library reading room, adjacent collections storage rooms and work rooms and the collection hallway are security restricted areas. These areas **may not** be used for event support of any kind. Food deliveries, catering and event equipment must not pass through nor be staged in these areas. Event personnel may not enter, exit or stage their operations in these areas.

Fire Safety and Pest Management:

Food/catering deliveries, food presentation and event decoration must not jeopardize fire safety and IPM efforts in the in the CCC Building.

- Sterno, steam tables or any sort of open cooking are prohibited in the CCC Building.
- Candles and any open flame are prohibited in the CCC Building.
- Food and beverages are permitted in the HSA Lobby, the Johnston Auditorium and on the administrative level.
- Food and beverages are prohibited in the Library reading room, adjacent collection storage rooms, work rooms and the collection hallway.
- Cut flowers from florist, fresh and dried fruit are allowed.
- The following are restricted: potted plants; dried plant material; wood, logs, bark, bark chips; any plant material with pollen stalks or dusty spores (ferns) or catkins; organic or plant material that has been stored out of doors.
- Helium balloons are not allowed.

CAMPBELL HOUSE AND CARRIAGE HOUSE

The Campbell House and Carriage House buildings are maintained as restored historic structures set within a restored landscape that includes trees, plants, paving, curbing, fountain, pond and gazebo which have been carefully considered. Restoration of the Campbell House complex exceeded \$1 million. The buildings are artifacts of a complicated and sensitive nature. Use of the Campbell House and Carriage House requires thoughtful planning and coordination with curatorial and collection staff in the interest of preserving the buildings and their contents for the benefit and enjoyment of the public.

Campbell House Complex, Interior and Exterior:

- Alteration to the historic fabric of the Campbell House or the Carriage House buildings requires curatorial approval. New holes in woodwork, wood wall paneling, plaster, flooring, brick, or mortar to hang pictures, signage, install equipment, or to add services requires advance coordination with curatorial or collection staff.
- Tape of any kind used in or on either building is prohibited.
- The concrete floor in the front room of the Carriage House is original and can be easily damaged.
 - Activities that may stain or gouge the floor are prohibited.
 - All foods served in the area must be non-staining.
 - Art supplies to be used in the area require advance planning with collections staff.

Fire Safety and Prevention

- Candles, lanterns, sterno burners or any devices using flammable fuel are prohibited.
- The gas-fired side of the kitchen stove may be operated for education and special Campbell House events with advance coordination. Museum staff fire and secure the stove before and after use.
- Fires may be laid in the fireplace in the Library with advance notice and by designated staff only.
 - House may not be left unattended while fires are burning.
 - Fire must be completely extinguished before closing the house.
 - Remove ash with HEPA filter vacuum cleaner once fire has cooled completely.

Campbell House Special Events

Special events in the Campbell and Carriage House require coordination with collection and curatorial staff in the earliest planning stages in order to prepare the house for the event as well as to plan for cleaning and inspection after the event.

- Additional docent staffing on each floor is strongly encouraged for large events.
- Public access during events is restricted to the Dining Room, Entry and Main Halls, Library, Library Loggia, and Veranda. All other rooms in the house remain roped off.

Seating:

- The couch and bench in the Library may be used for seating during special events.
- The upholstered benches on the Loggia may be used for seating during special events.
- Wicker chairs and collection chairs are not strong enough for use and must be removed or roped by curatorial staff prior to events held in the Library.
- The dining table chairs are original Campbell family furnishings. They are occasionally used in the Dining Room with prior approval and coordination; however they may not be removed from the Dining Room for seating in any other area of the House.

- Additional seating may be set up with advance coordination with curatorial staff. Additional seating must be delivered and removed on the day of the event.

Food Service:

Serving food in Campbell House requires coordination with a collection curator in the earliest planning stages. The following rules apply:

- Red wine and staining punches are prohibited.
- Greasy, crumbly foods and finger foods are prohibited.
- Caterers must prepare all food offsite, delivering and removing all food, hardware, and garbage immediately following an event.
- Food service for Campbell House events may be staged in the Main Floor Sun porch.
- With advance planning and coordination with curatorial and collections staff:
 - Food may be served on the Veranda and Dining Room; avoid Dining Room as a traffic pathway for food service to and from the Veranda when Sun Porch allows access.
 - Guests may take food into the Main Hall, Library and Library Loggia.
- The Butler's Pantry may be used for water service only.
- Rinsing and cleaning of dishes in Campbell House is prohibited.
- House must be examined by collection staff the next working day after food service events. Carpets in all food service areas must be vacuumed and floors swept. Upholstery must be inspected and treated by collection staff or a curator.

Campbell House Grounds

- There is NO safe or easy access along steep hill to gazebo. Events that encourage visitors to access gazebo are prohibited.
- The pond is shallow but may be a hazard for children. Plan events accordingly.
- Fire posts in entry driveway are removable for limited staff or contractor vehicle access. Always replace fire posts.
- Avoid driving over the restored curbing; it is shallow and fragile.

References that apply to this policy
