



The
**Historical
Museum**
at Fort Missoula

KEEPING MISSOULA COUNTY'S HISTORY ALIVE



Code of Ethics

HISTORICAL MUSEUM AT FORT MISSOULA CODE OF ETHICS

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By

Jason R. Bain, Curator of Collections

Approved on August 17, 2009

Missoula County Board of Trustees for Museums

QuickTime™ and a
decompressor
are needed to see this picture.

By Gary Glynn

Chairman

Approved on August 17, 2009

Historical Museum at Fort Missoula

By Robert M. Brown, Ph.D.

Executive Director

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
I. Guiding Principles.....	4
A. Mission Statement.....	4
B. Vision Statement.....	5
C. Core Values.....	5
D. Implementation Strategy.....	6
II. Code Of Ethics.....	7
A. Definition.....	7
B. Guidelines.....	7
C. Mandate.....	8
D. Governance.....	8
E. Staff Conduct.....	10
F. Collections.....	18
G. Programs.....	21
H. Volunteers.....	22
I. Conflicts-Of-Interest.....	25
J. Specific Legal & Ethical Issues.....	28



CODE OF ETHICS

“Museums hold their possessions in trust for mankind and for the future welfare of the [human] race. Their value is in direct proportion to the service they render the emotional and intellectual life of the people.” (AAM Code of Ethics for Museum Workers, 1925)

I. Guiding Principles

A. Mission Statement

The Historical Museum at Fort Missoula is dedicated to increasing the knowledge and understanding of the history of the county and city of Missoula, the history of Fort Missoula and the military presence in the area, and the history of forest management and the wood products industry in Western Montana. Through an aggressive program of collections, exhibits, educational opportunities, and special events the Friends and the Museum seek to stimulate creative thought and enhance the self-esteem of residents of and visitors to Missoula, providing a sense of place, time, and space for all. To that end, insofar as its resources permit, the Museum collects, preserves, and interprets objects and informational materials related to the exploration, founding, and evolution of the City and County of Missoula, the development and the myriad aspects of the military presence in the area of Fort Missoula, and the history of forest management and the wood products industry in Western Montana. The Museum collects, preserves, and interprets objects from the period of earliest exploration of the Missoula Valley to the present in order to present a coherent and total picture. These objects and informational materials are made available for study and enjoyment of all in a pleasant, secure, safe, and accessible setting. The Museum has in its collections an estimated 30,000 objects, ranging from three-dimensional objects to archival documentary and photographic materials. The Museum’s indoor galleries, with both long-term and changing exhibits, include topics of specific and general interest from the early exploration of the Missoula County area to modern times. These displays, taken together with the outdoor interpretive areas and a complex of original and relocated historical structures, present a picture of the life and material culture of the region. The Museum provides guided tours, special events, workshops, living history demonstrations, and other activities appropriate to these purposes.

B. Vision Statement

The vision of the Historical Museum at Fort Missoula is to inspire a sense of place and history for Missoula County by collecting, studying, interpreting, and preserving the region's natural and cultural heritage. This includes the Museum's core areas of collecting: the history of the city and county of Missoula, the history of Fort Missoula and the military presence in the area, and the history of forest management and the wood products industry in Western Montana. The Museum's focus further includes, but is not limited to: family history, women's history, Native American history, environmental history, and minority-based history.

Our vision for the Museum is a place and institution that:

- 1.) Is a welcoming place where people are drawn together to share their passion and interest in our history and sense of place;
- 2.) Supports and gives voice to the region's diverse cultural perspectives;
- 3.) Has sustainable, modern facilities while retaining its traditional character;
- 4.) Creates and maintains educational programs and exhibits that are professionally-presented, inspiring, and intellectually challenging;
- 5.) Has collections that are exhibited, stored, and preserved (via professionally-accepted preventative conservation methods) as per American Association of Museums (AAM) accreditation standards, and which will provide a continuing source of inspiration and learning;
- 6.) Has a paid staff and volunteer corps that are creative, enthusiastic, and supportive of each other, the Museum's mission, and the community;
- 7.) Participates in discussions at the national level on matters pertaining to the Museum's mission, and for the good of the profession;
- 8.) Believes in and participates in open strategic partnerships.

C. Core Values

The Historical Museum at Fort Missoula is committed to

- 1.) Openness – Of purpose, governance, and communication;
- 2.) Integrity – In fair and ethical practices, and the respectful treatment of all;
- 3.) Excellence – In leadership, cooperation, and in utilization of the highest museum

standards, as established by the American Association of Museums (AAM);

- 4.) Relevance – In identifying and responding to new challenges;
- 5.) Stability – Of its Mission, Vision, and resources (particularly its collections);
- 6.) Respect – For different viewpoints, diverse cultural values, and the traditions of the Museum;
- 7.) Balance – In dealing with all aspects of Museum operations fairly and honestly.

D. Implementation Strategy

Insofar as its resources permit, the Museum collects, preserves and interprets objects and informational materials related to the exploration, founding, and evolution of the community and county of Missoula, the development of Fort Missoula and the myriad aspects of the military presence in the area, and of the history of forest management and the wood products industry in Western Montana. The Museum collects, preserves, and interprets objects from the period of the earliest exploration to the present in order to present a coherent and total picture. These objects and informational materials are made available for study and the enjoyment of all, in a pleasant, secure, safe, and accessible setting. While the Museum does not seek to collect Native American objects, the Museum will enter into cooperative partnerships to help save and interpret local Native American history.

II. Code Of Ethics

Because museums are repositories which maintain and exhibit collections in the public trust, professional codes of ethical conduct are critical and beneficial to the preservation of a museum's integrity in its community and the furtherance of its stated Mission. The following Code Of Ethics states the Historical Museum at Fort Missoula's policies and procedures for obtaining the greatest human good by adapting general ethics to the particulars of this Museum's purpose. This Code proceeds from the Museum's Mission Statement, and employs the principles embodied in that document as the central foundation upon which the actions of all personnel associated with the Museum may be evaluated in furtherance of those ends consistent with the human good the Museum seeks to serve. The following policy applies to all members of the governing body, Friends governing body, volunteers, and staff.

A. Definition

The term "staff" is herein defined as referring to all individuals engaged or employed directly by the Museum in conduct undertaken in the furtherance of its Mission, as formally approved and adopted by the Board of Trustees. Both volunteer and paid employees are to be considered staff, and all such individuals are thus obligated to conform to the Code of Ethics laid out herewith.

B. Guidelines

1.) Ethics

The Historical Museum at Fort Missoula recognizes and accepts its fiduciary responsibility to provide proper management, preservation, and use of the collections and associated information it holds in trust for the benefit of the public. The staff of the Historical Museum at Fort Missoula are charged with legal, ethical, and professional obligations to maintain high levels of honesty, integrity, and loyalty to the Museum. These standards of conduct are set forth in the Museum's 'Standards of Staff Conduct,' as well as the 'Code of Ethics' to which all Museum employees are required to adhere. All other standards of professional conduct and practice not enumerated in this document must be adhered to where practicable, in order that Museum staff operate within both the spirit and letter of the law, as well as those guidelines governing professional museum practice.

2.) Accounting For Collections

The Museum's collections are held and maintained for the purposes of public exhibition, education, and research in furtherance of public service, rather than individual or collective financial gain. Collections are protected, kept unencumbered, cared for, and preserved. The Museum's collections are also subject to the requirement that proceeds from sales of collections shall be used in a manner consistent with the established standards of the Museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections.

The Museum does not treat its collections as assets for the purposes of reporting on its financial statements.

3.) Exceptions

Prudent exceptions to the Museum's established policies may be permitted in appropriate cases, where said exceptions are in the best interests of the Museum. In all cases, exceptions must be approved according to the process enumerated here. The Executive Director shall report regularly to the assembled Board of Trustees on all exceptions to these policies, which have been duly authorized during the reporting period.

C. Mandate

Staff members are expected to understand and to conform all professional activities to the Museum's mandate, as outlined in the Mission Statement. Any and all programs, procedures, or goals outlined for the department, unit, or Museum as a whole must respect both the letter and spirit of the Mission while promoting conduct in full accordance with it.

D. Governance

The primary responsibility for governance, institutional policies, financial stability, and legal accountability of the Historical Museum at Fort Missoula rests with the County of Missoula, as expressed by the appointed Board of Trustees. Operational responsibility rests with the staff. The Friends Board of Directors has no governance authority over the Museum or staff. This body exists solely as a non-profit support organization.

Museum governance is a public trust responsible for the institution's service to society. The governing authority protects and enhances the museum's collections and programs, together with its physical, human, and financial resources. It ensures that all these resources support the museum's mission, respond to the pluralism of society, and respect the diversity of the natural and cultural worlds.

Therefore:

- 1.) The Missoula County Board of Trustees for Museums formally adopted the American Association of Museums (AAM) Code Of Ethics on November 18, 1993. On an annual basis, the Trustees and the Friends Board of Directors shall reaffirm their commitment to this Code;
- 2.) Trustees/Friends Board of Directors must be unequivocally loyal to the purposes of the Historical Museum at Fort Missoula. Each Trustee/Director must devote time and attention to the affairs of the institution, and ensure that the Historical Museum and the Board of Trustees/Friends Board of Directors act in accordance with the adopted and approved policies of the Museum, as well as with any and all applicable county, state, and federal laws and regulations;
- 3.) Board of Trustee members are responsible for the overall governance of the

Historical Museum at Fort Missoula. Friends Board of Directors members shall not be vested with any governance authority over the Museum or staff, but are responsible for governing their own organization according to applicable laws, rules, regulations, institutional policies, and this Code of Ethics. General operational responsibility resides with the Executive Director and Museum staff.

Trustees/Friends Board of Directors members are not to occupy themselves with micro-management responsibilities;

- 4.) Trustees/Friends Board of Directors members shall not attempt to act on behalf of the Museum in their individual or corporate capacities;
- 5.) Trustees/Friends Board of Directors members shall maintain in confidence information learned during the course of their Museum activities, when that information concerns the administration or activities of the Museum and is not generally available to the public, as covered by the Montana Open Meeting Law;
- 6.) The Board of Trustees holds the ultimate fiduciary responsibility for the Historical Museum at Fort Missoula and for the protection and nurturing of its various assets; i.e. the collections and related documentation, the physical plant, financial assets, and staff. Members are obliged to develop and define the purposes and related policies of the institution, and to ensure that all of the Museum's assets are properly and effectively used for public purposes;
- 7.) A critical responsibility of the Board of Trustees derives from its relationship to the Executive Director. The selection of that executive and the continuing surveillance of his activities are primarily Board of Trustee responsibilities, which cannot be delegated and which must be diligently and conscientiously fulfilled with all due care;
- 8.) Individual Trustees/Friends Board of Directors members who are experienced and knowledgeable in various fields of endeavor related to Museum activities can be of great assistance to the Museum, but conflicts-of-interest, or the appearance of such conflicts, may arise as a consequence of these interests or activities. In general, each Trustee and/or Board member must endeavor to conduct all of his or her activities, including those relating to persons closely associated with him or her and to business or other organizations, in such a way that no such conflict will arise between these other interests and the policies, operations, or interests of the Historical Museum at Fort Missoula. The appearance of such conflicts also should be avoided. All conflicts-of-interest, or apparent conflicts-of-interest, must be disclosed and addressed in a manner in full compliance with those policies and procedures set forth in Section II.I (below);
- 9.) Trustees have an obligation to define the rights, powers, and duties of the Executive Director. Members of this body shall be charged to work with the Executive Director, who represents their chief executive officer, in all administrative matters,

and to deal with him/her openly and with candor. Trustees should avoid giving directions to, acting on behalf of, communicating directly with, or soliciting administrative information from staff personnel, unless such actions are in accord with established policy and procedural guidelines, or in a circumstance where the Executive Director is fully apprised of the matter. Staff members should communicate with Trustees/Friends Board of Directors members through the Executive Director or with the Director's knowledge, but procedures shall be promulgated providing for an opportunity to allow staff personnel to bring grievances directly to the Missoula County Human Resource Department;

- 10.) The Executive Director has an obligation to bring before the Board of Trustees any matters involving policy questions not already determined by formal approval and common practice, and to keep this body informed on a timely basis about all other significant or substantial matters, or intended actions affecting the institution;
- 11.) The Executive Director must carry out the policies established by the Board of Trustees, and adhere to the budget approved by that governing body. Whenever it shall prove necessary or advisable to deviate from established policies, or to alter or exceed budget guidelines, the Executive Director shall notify the Board of Trustees in advance and request appropriate approval;
- 12.) At no time shall any Trustee/Friends Board member or staff personnel knowingly misrepresent the Mission, objectives, policies, programs, proceedings, or motives of the Historical Museum at Fort Missoula;
- 13.) Neither Trustees/Friends Board of Directors members nor Museum employees may compete with the Museum in collecting activities, nor may they take advantage of privileged information obtained as a result of their position to permit others to make use of information otherwise unavailable to the public for furthering personal interest or gain.

E. Staff Conduct

1.) Ethics

The Museum recognizes fully that its continued success depends, in large part, upon maintaining the confidence and trust of all those whom the Museum intends to serve, as well as those whom the Museum comes into contact with in the course of its affairs. Therefore, the Museum requires of its staff adherence to the highest standards of ethical integrity, legal accountability, and thorough competence in professional training and experience (such expectations of training and experience being appropriate to the level of responsibility and nature of employment within the Museum). In all actions, activities, and relationships the Museum, its Friends of Fort Missoula Board, Board of Trustees, and staff will act with the highest standards of integrity by:

- a. Discharging the public functions of the Museum responsibly and according to all relevant law in the applicable jurisdiction(s) in which Museum operations take place, respecting international laws and treaties governing cultural properties and related materials, and by respecting and abiding (whenever practicable) by the provisions of all trust-enabling documents of the Museum;
- b. Recognizing and abiding by the ethical standards governing the various professions with which Museum operations bring it into contact;
- c. Discharging duties on behalf of the Museum honestly, and in good faith;
- d. Making decisions impartially, based upon sound scholarship, while fully adhering to the Mission of the Museum and acting (in all regards) in its best interests, and those of its beneficiaries.

2.) Care

The Museum accepts fiduciary responsibility to provide overall management, including, but not limited to: storage, preservation, care, handling, exhibition, use of, and access to the collections, facilities, and supporting documentation in activities connected to the Museum, in accordance with the highest precepts of museum professional standards and practices. In order to assure the accomplishment of such goals relating to the care of Museum collections, staff will:

- a. Ensure proper care and management of collections by following the established guidelines detailed in the Collections Policy & Procedures Manual and associated documents and directives, and by adhering to those professional practices maintained by organizations through which the Museum is accredited, such as the American Association of Museums (AAM);
- b. Designate information integrity as a priority of the Museum. Collections documentation, accession and disposal records, written communication, publication, exhibition, and electronic data and images (among other forms of information) shall be maintained responsibly and updated regularly. This information shall be made accessible to the public and the Museum's beneficiaries in accordance with all legal standards in the applicable jurisdiction, and as is deemed appropriate by the Executive Director, or within the discretion of his appointees.

3.) Obedience

Staff members must be mindful of, and faithfully adhere to, the Museum's Mission at all times, particularly when:

- a. Making decisions regarding collections acquisitions / accessions, deaccessions / disposals, loans, exchanges, etc.;

- b. Making decisions regarding exhibitions, endorsements, sponsorships, marketing, etc.;
- c. Engaging in professional activities either on behalf of the Museum, or directly related to its operations, and/or intellectual sphere;
- d. Disseminating knowledge and information about the Museum's collections.

4.) Accountability

Senior staff members (appointed thusly) are expected to clarify the general policies outlined in this document to those personnel under their purview, via specific written directives of Museum procedure. Lines of personal accountability and responsibility must be thereby fixed and understood by all staff. Therefore:

- a. All documents and financial records are to be maintained in a complete, accurate, and accessible fashion;
- b. Written statements of purpose and policies are to be clarified via specific written directives of Museum procedure, according to professional standard;
- c. Response to a disaster or an emergency shall be governed by a formal disaster plan in place for Missoula County, as well as by a "Museum Emergency Plan," formally adopted and approved by the Board of Trustees;
- d. Use of the buildings and grounds shall be governed by the "Building and Grounds Use Policy," formally adopted and approved by the Board of

Trustees;

5.) Purpose

The objectives of this document are to establish a clear and concise set of ethical policies and related directives, as well as to enumerate the standard of conduct applicable to all Museum staff and associated individuals, including (but not limited to):

- a. All Museum staff currently in the paid employ of the Historical Museum at Fort Missoula, its trust, subsidiaries, and affiliated institutions or units; &
- b. The Museum governorship, namely the Board of Trustees; &
- c. All co-op, part-time, volunteer, internship, and other less-than full-time unpaid individuals directly engaged in professional activities on behalf of the Museum.

These principles are intended generally to standardize operations and to promote the highest degree of professional conduct within the Museum, thereby providing Museum

collections and holdings with the greatest care possible, in addition to protecting the best interests of our visitors, staff members, and trust beneficiaries.

6.) Interest

While actively engaged in the discharge of their duties, and/or while representing the Museum directly or indirectly, staff owe their primary professional and academic allegiance to the Museum. By entering into a contract of employment with the Museum at any level, staff members are expected to act, at all times, in the best interests of the Museum. In particular, in instances where a conflict-of-interest is likely to occur between the Museum and the staff member, the best interests of the Museum must always take paramount and singular importance. Staff members are expected to make known any personal conflicts-of-interest to supervisory personnel or the Board of Trustees (as procedure dictates) as soon as they become aware of the conflict, to recuse themselves from any debate, discussion, or decision-making process related to said conflict-of-interest, and to ameliorate this conflict by whatever means recommended and approved by the Board of Trustees and/or senior supervisory personnel.

a. Personal Collecting

In the interest of the Museum's Mission, any private collections held by staff members or transactions related to the sphere of interpretation of the Museum conducted by staff members shall be made known to the Board of Trustees, or supervisory personnel as procedure dictates. The existence of such collections / transactions must be disclosed when an individual first enters into association with the Museum. An inventory of the collection should be presented to the appropriate official, and be updated in a timely fashion as circumstances change. If objects are acquired after association with the Museum has been undertaken, the individual may be required to allow the Museum to purchase the item at the individual's cost. An individual may not act to build a larger or more comprehensive collection in areas which are enclosed by the Museum's sphere of intellectual interpretation and collection. Individuals associated with the Museum may not act in competition with the Museum in acquiring objects, and no staff member (including: unpaid individuals connected in any fashion with the Museum, Board of Trustee members, and relations of any staff personnel) will be permitted to purchase items deaccessioned from the collections of the Museum in any event. Staff members shall endeavor, in their personal collecting activities, to uphold the letter and spirit of all local, national, and international laws, treaties, and agreements. More specifically, staff certify to strictly adhere to all applicable legislation governing issues of particular concern to museums in general; i.e. intellectual property rights, cultural property, repatriation, unlawfully expropriated archaeological or cultural items, and various regulations governing the disposition / handling of threatened and/or endangered species of flora and fauna, among others;

b. Profit

Staff members are forbidden to profit from the sale of their services or collections while employed by the Museum in cases where their profit, or the public perception thereof, is adjudged to be in conflict with the interests of the Museum. Any staff member, who by virtue of his/her experience, training, and/or affiliation with the Museum receives a request to:

- 1.) Participate in any professional, external body; or
- 2.) Provide any professional service; or
- 3.) Teach, broadcast, or author any work in any media; or
- 4.) Value or authenticate any object in a personal capacity

shall only be permitted to accept said request after first receiving permission from duly appointed Museum personnel. Any employee engaged in, or considering seeking, outside employment for pay must disclose such employment in writing immediately to the Executive Director, or, in the case of the Executive Director, to the Board of Trustees who will determine if the outside employment or proposed activity constitutes a conflict-of-interest. Such permission shall only be granted in a circumstance where the profit from said activity does not, and the performance of such activity would not, create to a disinterested third party the appearance of a conflict-of-interest. Staff members must never use the name or reputation of the Museum for personal profit in any manner. Dealing (buying or selling for a profit) in objects similar to those held by the Museum is prohibited to all staff members, unless duly authorized in writing by the Executive Director of the Museum. In addition, third parties are not permitted to engage in such activities on the staff member's behalf while the individual is formally affiliated with the Museum;

c. Appraisals / Authentications

Staff members are forbidden to give appraisals to anyone outside the Museum, or for any other than internal registrarial, collections, or loan-related functions (unless otherwise authorized to do so upon authority pre-determined by procedure). If so requested, representatives of the Museum may identify multiple suitable outside appraisers to potential donors, although Museum staff must take due care never to endorse a single appraiser or organization, and are prohibited from maintaining any written lists of appraisers, lest the practice should create to a disinterested third-party even the appearance of endorsement of a particular appraiser by Museum staff. In such unusual cases as outside appraisals are provided, staff are absolutely forbidden to provide written appraisal values. As concerns the authentication of objects at the request of third parties, Museum staff will strictly confine themselves to their areas of expertise. Furthermore, staff will, under no circumstances, take physical

possession of an object from a third party for the purposes of authentication (unless specifically authorized to do so). All subsequent evaluations of collections objects shall be carefully construed as opinions of intellectual interpretation, and all applicable limitations made readily known to the receiving party. As with appraisals, no written estimate of authenticity will be provided. Staff are permitted to share basic information on objects in the collections for the purpose of dissemination of knowledge, in full accordance with the policies and limitations enumerated herein and elsewhere; in pursuance of the mandate of the Museum, while preserving all necessary constraints of confidentiality;

d. Gifts, Favors, Dispensations, etc.

Staff members must never accept gifts or services of more than a negligible value or nature from commercial interests with whom the employee interacts on behalf of the Museum. Staff members should avoid any appearance of being influenced by commercial contacts or vendors; basing all decisions on behalf of the Museum upon the principles of sound scholarship, and the best interests of the Museum, its public, and beneficiaries. Therefore:

- 1.) Commercial support will be accepted by Museum staff for its activities only if said support does not compromise standards of sound scholarship, objective presentation, and the best interests of the Museum and its public beneficiaries;
- 2.) Fundraising activities shall be conducted for the benefit of the Museum, and not of any individual or outside organization;
- 3.) The Museum store shall operate according to Museum Store Association policies and procedures. No individual is to benefit from association with the Museum store. No outside business or organization is to benefit from association with the Museum store. All profits from the Museum store shall become part of the Friends' of the Historical Museum at Fort Missoula financial account;
- 4.) Rental of the Museum property or any other commercial activity shall be principally for the benefit of the Museum, or for the Friends of the Historical Museum at Fort Missoula, rather than for the pecuniary benefit of any individual or outside organization;

e. Outside Activities And Affiliations

Activities which may further the mandate of the Museum are highly encouraged, provided they fall within the proscribed standards enumerated within the Museum's Code of Ethics and Standards of Staff Conduct, as well as any and all other relevant governing documents, policies, and procedures relating to Museum operations and staff department. Museum staff shall, thus,

bear in mind the following guidelines relating to external professional engagements and affiliations:

- 1.) Teaching or lecturing may be greatly beneficial to furthering the Museum mandate, visibility and education goals of the Museum, general level of institutional scholarship, and towards meeting public trust responsibilities of service to beneficiaries and shall, therefore, be encouraged. However, if a staff member's personal profit threatens to outweigh the benefits of such activities, or if said staff member's conduct is found (even by appearance) not to be in accordance with standards laid out herewith and elsewhere, the individual may become subject to examination and potential reprisal;
- 2.) Occasionally, Museum employees may be asked to serve in a professional capacity on boards or commissions. To eliminate conflicts-of-interest, or the appearance of potential for conflicts, such service should be reported in writing to the Executive Director. Such service is to be performed on the employee's personal time, except as authorized in writing by the Executive Director. Employees may serve on bodies affiliated with outside organizations so long as the activity does not impair the employee's ability to act with total objectivity regarding the Museum's interests, or interfere with his/her job performance on behalf of the Museum. The Executive Director shall report the employee's services to the Board of Trustees;
- 3.) The Museum respects the codes of ethics that apply to members of our staff, in relation to their roles as members of discipline-specific groups; i.e. attorneys, medical doctors, security officers, etc. Museum standards of conduct are neither designed nor intended to impinge on those codes and standards. By contrast, they are designed to be complimentary; in the understanding that the protection and development of the Mission of the Museum and the provision of the highest levels of service to Museum beneficiaries (via the cultivation of rigorous standards of conduct) is the primary goal of every member of the staff of the Museum. These principles are intended to unify the separate standards of various professional organizations for the benefit of the Museum specifically, and its public as a whole;
- 4.) In any situation in which staff members are, or appear to be, acting on behalf of the Museum, relationships and correspondence between staff and third parties shall be conducted in a manner of the utmost courtesy (both publicly and privately). Differences of opinion (professional or otherwise) shall never be expressed in a personalized fashion, and no member of the staff shall represent or engage in correspondence with

any third party in an official format which is, or may reasonably be, associated with the Museum unless said correspondence is directly related to the Museum's mission and organizational objectives;

- 5.) Staff members shall neither seek, nor accept, any paid or unpaid outside employment which may reasonably be construed to act to the detriment of the proper discharge of his/her Museum duties and functions, or which contravenes in any way the primary Duty of Loyalty to Museum interests;
- 6.) Staff shall take all appropriate measures to ensure that information supplied to donors, affiliated organizations, government entities, and members of the general public is, to the best of his/her professional knowledge and expertise, accurate and relevant. Requests for information will be supplied as time, policy, and resources permit;
- 7.) In the conduct of all affairs, both directly-related to professional / intellectual interests of the Museum and those of a strictly private or external enterprise, staff shall endeavor always to uphold the letter and spirit of all local, national, and international laws, treaties, and agreements. More specifically, staff certify to strictly adhere to all applicable legislation governing issues of particular concern to museums in general; i.e. intellectual property rights, cultural property, repatriation, unlawfully expropriated archaeological or cultural items, and various regulations governing the disposition/handling of threatened and/or endangered species of flora and fauna, among others.

7.) General Department

The Museum does not seek to proscribe limits upon the manner in which staff conduct their private affairs on their own time. However, Museum personnel must be aware that, as far as public perception is concerned, any Museum-related activity engaged in by personnel may not be wholly disassociated from a connection with the Museum, and may thus reflect upon its reputation and image. Staff shall, therefore, be expected to bear in mind the following:

- a. The Museum and its staff shall conduct all business dealings in full accordance with both the letter and the spirit of all applicable laws, rules, regulations, and Missoula County policies in the jurisdiction(s) in which the Museum resides and conducts its affairs;
- b. All personnel rules promulgated in the Missoula County Personnel Handbook shall be assiduously adhered to by all Museum staff;
- c. Staff represent the Museum as an institution both in public and personal

affairs, and should behave in a professional manner;

- d. Extreme care should be taken to differentiate between actions or statements made as a representative of the Museum and those that represent the individual. Inappropriate conduct reflects upon the Museum and should be avoided at all times. Statements made to the public, or press, or in writing reflect upon the Museum, and should not be colored by personal biases; or, such personal biases should be clearly noted. Similarly, actions taken in the guise of the staff member's role within the Museum may be interpreted as actions taken by the Museum, and should always be carefully considered;
- e. Museum employees must avoid even the appearance of unethical or compromising practice in relationship with suppliers, contractors, and other businesses.
- f. Individuals employed in the practice of cultural preservation deserve respect, pay, and benefits commensurate to their training, dedication, and contribution to society. Volunteers deserve the same consideration as their paid colleagues;
- g. These terms and principles shall be deemed to apply to staff conduct even after said staff have left the employment of the Museum, so long as in the public perception the names and reputation of staff may reasonably be associated with the name and reputation of the Museum.

F. Collections

1.) Background

This document is informed by the American Association of Museums' (AAM) Code of Ethics for Museums, the International Council of Museums' Code of Professional Ethics, as well as the standards and policies of ethics and professional practice adopted and endorsed by any and all organizations by which the Museum is accredited and/or otherwise affiliated.

2.) Principles

The acquisition, preservation, care, use, etc. of its varied collections lies at the heart of the Mission of the Museum, and represents the foundation upon which its very existence depends. These collections serve as the essential intellectual basis for scholarship, education, and research among the Museum's public beneficiaries. Historical collections, including structures, are the bedrock upon which the practice of history rests. The stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and responsible disposal.

3.) Scope of Collections

Among the Museum's collections are invaluable examples of City of Missoula and Missoula County history, essential to the study of the social and cultural heritage of local Missoula and the greater North American West. The Museum's collections represent a diverse range of materials and disciplines, including: rare vintage photographs, archival materials, historic structures, a vast collection of three dimensional objects, as well as their associated documentation. The scope, depth, and unparalleled quality of these collections make it imperative to ensure that they are properly preserved and made accessible for current and future generations to behold, enjoy, and study.

4.) Policies

- a.** The Museum must weigh carefully: the interests of the public for which it holds collections in trust, the donor's intent in the broadest sense, the interests of the scholarly and the cultural community, and the institution's own financial well being;
- b.** The Museum must ensure that collections in its care and custody support its Mission and public trust responsibilities, and are protected, secure, unencumbered, cared for, and preserved;
- c.** Collections in the Museum's care and custody must be accounted for and documented according to standards promulgated by the American Association of Museums (AAM) and defined by the highest precepts of professional museum practice, with access to these collections and related information permitted and regulated;
- d.** The Museum must ensure that acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources, and which conforms to its Mission and public trust responsibilities. Deaccessioned collections items shall be disposed of in a manner approved by professional ethical codes and standards of professional museum practice, but under no circumstances shall such deaccessioned items ever be disposed of via sale in the Museum store, or through purchase, trade, or gift to anyone affiliated in any way with the Museum;
- e.** Deaccession and disposal of collections through sale, trade, or research activities is solely for the advancement of the Museum's Mission. The Museum's collections are also subject to the requirement that proceeds from sales of collections shall be used in a manner consistent with the established standards of the Museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections. The Museum does not treat its collections as assets for the purposes of reporting on its financial statements;

- f.** Collection-related activities shall promote the public good for the broadest segment of the Museum’s constituency, rather than any individual pecuniary gain;
- g.** Although loans of collections objects to the Museum from Trustees, Friends Board of Directors members, and Museum staff shall be permitted, in all circumstances said loans shall be undertaken only in a circumstance wherein the loan meets the most rigorous standards of professional scholarship, principally serves to the benefit of the Museum and the general public, does not confer upon the lender any personal or pecuniary benefit, and wherein the loan is documented according to the policy and procedural guidelines adopted and approved by the Board of Trustees, and enumerated in the “Collections Policy & Procedures Manual.” In circumstances involving the exhibition of said loan materials, these items shall identify the lender as “Anonymous,” so as to preclude even the possibility of creating in the mind of a disinterested third-party the appearance of a conflict-of-interest;
- h.** The Historical Museum at Fort Missoula rejects all support, direct or indirect, of illicit trade in cultural property, and Museum staff shall insist upon proof of valid legal title for all collections either acquired or on loan to the Museum, and/or under its direct care and control;
- i.** The Historical Museum abides by the mandates of the Native American Graves Protection and Repatriation Act (NAGPRA), as well as all appropriate local, state, national, and international agreements pertaining to Native American funerary and ceremonial material;
- j.** Complete, accurate, written and electronic records shall be kept for all collections owned and in custody of the Museum, while under its care and control. Paper Accession Records shall be kept in locked, fire-proofed cabinetry, and duplicate electronic records shall be regularly maintained on an external hard drive and preserved offsite by appropriate Museum staff (i.e. Curator of Collections);
- k.** Objects exhibited on the Museum premises, and/or loaned outside the Museum premises shall be protected against theft and damage during transit and handling. Insurance coverage, through Missoula County’s self-insurance policy, shall be adequate to the value of loaned and/or exhibited material, and all records pertaining to collections-related insurance shall be kept complete, accurate, and up-to-date in the files of appropriate Museum staff (i.e. Curator of Collections);
- l.** All rights to scholarly material shall be evaluated according to applicable intellectual property statutes (i.e. copyright rules and regulations, trademark,

Visual Artists Rights Act (VARA), etc.). Ownership rights to scholarly material will be strictly respected by the Museum in all of its activities. The Museum shall seek always to demonstrate truth and integrity of origin in presentation of all material;

- m. The Historical Museum at Fort Missoula strives for truth, accuracy, inclusiveness, and integrity of scholarship in the presentation of all collections and collections-related information;
- n. Complete and detailed policies and procedures, and designation of responsibility thereof, are covered in the "Collections Policy & Procedures Manual," approved by the Board of Trustees.

G. Programs

The Historical Museum at Fort Missoula serves the general public by advancing an understanding and appreciation of our shared cultural heritage. Exhibitions, scholarship, publications, educational programs, public events, and other activities must further advance the institution's Mission and be responsive to the concerns, interests, and needs of area residents.

Therefore:

1.) Background

- a. The Historical Museum at Fort Missoula adheres to the American Association of Museums' (AAM) guidelines for educational policy, as outlined in the AAM publication, "Excellence and Equity: Education and the Public Dimension of Museums" (1991);
- b. The educational Mission of the Historical Museum at Fort Missoula is to increase the knowledge and understanding of the history of the County and City of Missoula, the history of Fort Missoula and the military presence in the area, and the history of forestry management and the timber products industry in Western Montana; as formally adopted and approved by the Board of Trustees;

2.) Principles

- a. Programming conducted by the Museum shall remain responsive to the interests, needs, and concerns of the greater Missoula area and surrounding communities;
- b. Programs are to remain intellectually responsible, to be founded on sound scholarship, and to remain consistent with current knowledge;
- c. Programs are to be designed, such that they are intellectually and physically accessible, and encourage participation by the widest possible audience, consistent with the Mission and resources of the Museum;

- d. Programs at the Historical Museum at Fort Missoula shall respect the cultural diversity of the region, as well as its pluralistic values, traditions, and concerns;
- e. Revenue-producing activities, and those that involve relationships with outside organizations, are compatible with the Mission of the Museum and support its public trust responsibilities;
- f. Public programming at the Historical Museum at Fort Missoula shall always, and without exception, be directed towards promotion of the public good and the interests of the Museum and its public beneficiaries, rather than the promotion of individual financial gain;

3.) Policies

- a. Exhibits practice within the Museum shall be governed by an "Exhibit Policy," formally adopted and approved by the Board of Trustees;
- b. The Museum maintains a non-circulating research library in its fields of collection and interpretation. This library is open to all scholars during normal business hours. Research of collection materials is also possible, with prior scheduling and pre-approval to be arranged by the researcher through the Curator of Collections. A "Research Assistance Policy," formally adopted and approved by the Board of Trustees, delineates specific research policies.

H. Volunteers

Volunteers are our greatest assets, and a well-managed program is of critical importance to enable Museum staff to attract and retain volunteer support so necessary in a climate of decreasing public and private financial resources.

Therefore:

1.) Background

- a. Volunteers may be broadly defined as those individuals who work in some way to aid others without the promise or expectation of monetary reward;
- b. For local historical organizations, such as the Historical Museum at Fort Missoula, volunteer activity focuses on preserving and interpreting the essential and aesthetic resources that make a neighborhood, city, or state a special place to live;

2.) Principles

- a. Volunteers are to be considered and treated in the same manner as staff, with courtesy and respect at all times;
- b. Volunteers are expected to abide by and to be held to the same ethical standards and guidelines governing the conduct of paid Museum staff;
- c. The most effective technique for motivating most volunteers is to provide proper recognition for their services. Since volunteers give of their time and talents without expectation of monetary reward, and in light of the fact that virtually all aspects of the Museum's operations depend (at least in part) upon volunteer service, every opportunity shall be taken by paid Museum staff to acknowledge a volunteer's efforts;

3.) Policies

- a. Volunteers are to be managed according to the "Volunteer Policy," approved and adopted by the Board of Trustees;
- b. Managing volunteers through a coordinated program requires that a single member of the paid Museum staff acts as the primary Volunteer Coordinator, charged with management of every aspect of volunteer involvement from recruitment to assignment. The Director of Education shall be charged with the responsibility to delegate these tasks, although in practice the Education Assistant shall act as the Volunteer Coordinator on a daily basis;
- c. The Volunteer Coordinator shall locate volunteers, and shall place them in job assignments according to their training, prior experience, interests, and (above all) the Museum's needs;
- d. All Museum staff, i.e. paid staff, volunteers, and Board of Trustee/Friends Board members, are encouraged to help recruit volunteers for positions within the Museum, as time and resources dictate;
- e. Recruitment of volunteers shall be conducted in the same manner as that employed for paid Museum staff. Volunteer application forms must provide sufficient information for the applicant to determine his/her availability and level/area(s) of interest, as well as an opportunity to provide sufficient personal information about the prospective volunteer in order that paid Museum staff may be able to properly evaluate and assign the volunteer to the appropriate position. The Museum acknowledges that different people possess different skills, strengths, interests, and prior experience, and every effort shall be made to maximize these on a case-by-case basis. It is also realized that some people may not be appropriate for certain positions based upon an impartial evaluation by paid Museum staff of skills, strengths, interests, and prior experience. Paid Museum staff, particularly the Volunteer

Coordinator, must be as transparent as possible in describing the character of the task to be completed, the nature of skills required for the work assigned, the time commitment involved, and any other relevant expectations prospective volunteers should consider before committing themselves to work for the Historical Museum at Fort Missoula;

- f. Training of volunteers is a long-term proposition that begins with a comprehensive orientation session and continues throughout the volunteer's tenure with the Museum. The end goal of this process must be a volunteer corps that is equipped with the skills and information needed to accomplish assigned tasks in a professionally competent manner, and which ultimately leads to the enrichment of the volunteer experience and the greater benefit of the Museum;
- g. The volunteer orientation session must convey to volunteers that they are representatives of the Museum in all their actions and contacts, both internal and external. An overview of the Museum's Mission, goals, and objectives is essential, and each volunteer is to be presented with a copy of the "Volunteer Manual." Policies and procedures, emphasizing those most likely to affect the work of volunteers, must be reviewed and thoroughly understood. Training should include a frank discussion of the manner in which volunteer work assignments dovetail with the overall goals, objectives, and vision of the Museum;
- h. Volunteers shall be provided with timely information regarding changes to policy and procedure that directly or indirectly affect their work assignments;
- i. Communication between volunteer staff and paid Museum staff is a two-way process. Volunteers shall report to an immediate supervisor (i.e. Volunteer Coordinator) to inform that individual of their work progress and job-related concerns, as well as the amount of time invested in the project with which they have been tasked. The Volunteer Coordinator, and/or other responsible paid Museum staff member, must provide the information necessary to accomplish assigned tasks, and must make him/herself accessible to answer questions and to address/resolve issues as they arise;
- j. Evaluation of volunteer Museum staff is an ongoing process that shall continue throughout the volunteer's tenure with the Museum. A system of written evaluations, in conjunction with a formal evaluation meeting between the volunteer and Volunteer Coordinator, may prove very valuable, and the development and implementation of said system shall be left at the discretion of responsible paid Museum staff (i.e. Director of Education & Education Assistant) to ensure a process which results in the greatest benefit to the Museum, paid Museum staff, and the volunteer;

- k. Invariably, circumstances may arise in which a volunteer may prove to be mismatched with the job tasks assigned or with service to the Museum in general, personality conflicts can develop, outside circumstances may prevent the volunteer from fulfilling his/her obligations, or a volunteer may consistently exceed the limits of his/her authority or misrepresent Museum policy/procedure. For these and other reasons, situations do arise wherein a volunteer is ultimately doing more harm than good for the Museum. It is a difficult and unpleasant task to terminate the Museum's relationship with any volunteer, but in a circumstance where supervisory conferences, admonishments, and other reasonable and diplomatic efforts to improve the situation fail, appropriate paid Museum staff shall be forthright and honest with the volunteer regarding the situation. Such open conversation may involve an offer of other options to the volunteer within the Museum, or a suggestion by paid Museum staff that other organizations may prove to be a better match for the volunteer's skills, strengths, interests, and/or prior experience. In light of such frank discussion, the volunteer may even welcome a chance to willingly terminate his/her relationship with the Museum gracefully;
- l. Paid Museum staff, in turn, must be prepared to listen to constructive criticism from a "failed" volunteer, particularly if the program has not been conscientiously-structured and prudently-managed, and to act to correct such highlighted deficiencies where it is deemed appropriate and necessary;
- m. In all circumstances involving a "failed" volunteer, however, resolution of the situation shall be determined at the discretion of the Executive Director, and in full accordance with the policy and procedural guidelines established in the "Volunteer Policy," approved and adopted by the Board of Trustees.

I. Conflicts-Of-Interest

While issues and circumstances involving the potential of a conflict-of-interest have been dealt with extensively in the sections above, in the current social, political, and economic climate the maintenance of the public trust is more crucial than ever. It is therefore both beneficial and advisable to address said circumstances explicitly.

Therefore:

- 1.) Trustees/Friends Board of Directors members and Museum staff shall be open and forthright in all of their affiliations with other institutions. None shall seek to personally benefit from such affiliations where said affiliations conflict, or could reasonably be construed by a disinterested third-party to conflict, with the best interests of the Museum and its public beneficiaries. Where such conflicts-of-interest do arise, it is expected that the individual affiliated with the Museum shall make known any personal conflicts-of-interest to supervisory personnel or the Board of Trustees (as procedure dictates) as soon as they become aware of the

conflict, to recuse themselves from any debate, discussion, or decision-making process related to said conflict-of-interest, and to ameliorate this conflict by whatever means recommended and approved by the Board of Trustees and/or senior supervisory personnel;

- 2.) No Board of Trustees or Friends Board of Directors member shall accept any pay, stipend, salary, or other remuneration while engaged in Trustee or Friends business on behalf of the Museum. Individual Trustees or Friends Board of Directors members may be contracted for odd jobs related to their personal business, but shall adhere to the rules governing bidding and contracting set forth by Missoula County. No Trustee, Friends Board of Directors member, or Museum staff personnel shall seek to obtain individual pecuniary benefit from any fundraising activities engaged in by the Museum or Friends activities undertaken on behalf of the Museum. No Trustees, Friends Board of Directors member, or Museum staff personnel shall solicit or accept any gift, favor, or dispensation for any action or proposed action taken on behalf of, and under the auspices of the Museum;
- 3.) In the interest of the Museum's Mission, any private collections held by Trustees, Friends Board of Directors members, and/or Museum staff members, or transactions related to the sphere of interpretation of the Museum conducted by said individuals, shall be made known to the Board of Trustees, or supervisory personnel as procedure dictates. The existence of such collections / transactions must be disclosed when an individual first enters into association with the Museum. An inventory of the collection should be presented to the appropriate official, and be updated in a timely fashion as circumstances change. If objects are acquired after association with the Museum has been undertaken, the individual may be required to allow the Museum to purchase the item at the individual's cost. An individual associated with the Museum may not act to build a larger or more comprehensive collection in areas which are enclosed by the Museum's sphere of intellectual interpretation and collection. Individuals associated with the Museum may not act in competition with the Museum in acquiring objects, and no staff member (including: unpaid individuals connected in any fashion with the Museum, Board of Trustee members, and relations of any staff personnel) will be permitted to purchase items deaccessioned from the collections of the Museum in any event. Staff members shall endeavor, in their personal collecting activities, to uphold the letter and spirit of all local, national, and international laws, treaties, and agreements. More specifically, all personnel affiliated with the Museum in any fashion certify to strictly adhere to all applicable legislation governing issues of particular concern to museums in general; i.e. intellectual property rights, cultural property, repatriation, unlawfully expropriated archaeological or cultural items, and various regulations governing the disposition / handling of threatened and/or endangered species of flora and fauna, among others;

- 4.) Although loans of collections objects to the Museum from Trustees, Friends Board of Directors members, and Museum staff shall be permitted, in all circumstances said loans shall be undertaken only in a circumstance wherein the loan meets the most rigorous standards of professional scholarship, principally serves to the benefit of the Museum and the general public, does not confer upon the lender any personal or pecuniary benefit, and wherein the loan is documented according to the policy and procedural guidelines adopted and approved by the Board of Trustees, and enumerated in the “Collections Policy & Procedures Manual.” In circumstances involving the exhibition of said loan materials, these items shall identify the lender as “Anonymous,” so as to preclude even the possibility of creating in the mind of a disinterested third-party the appearance of a conflict-of-interest;
- 5.) Occasionally, individuals affiliated with the Museum may be asked to serve in a professional capacity on boards or commissions. To eliminate conflicts-of-interest, or the appearance of potential for conflicts, such service should be reported in writing to the Executive Director and/or the assembled Board of Trustees, as appropriate procedure dictates. Such service is to be performed on the individual's personal time, except as authorized in writing by the Executive Director or representative quorum of the Board of Trustees, as appropriate procedure dictates. Individuals associated with the Museum may serve on bodies affiliated with outside organizations so long as the activity does not impair the individual's ability to act with total objectivity regarding the Museum's interests, or interfere with his/her job performance on behalf of the Museum. The Executive Director shall report the outside services of any subordinate Museum staff to the Board of Trustees. Volunteer activity will likewise be reported to the Board of Trustees, to avoid even the appearance of a conflict-of-interest to a disinterested third party;
- 6.) Trustees, Friends Board of Directors members, and Museum staff may participate in political activity as private citizens. However, any political activity undertaken on behalf of the Museum shall be guided by all applicable federal, state, and county laws and regulations regarding lobbying and political activity;
- 7.) All Museum property, particularly collections materials, belongs in perpetuity to the citizens of Missoula County, and cannot be sold or purchased. Relevant exceptions to this statement concerning the deaccessioning and disposal of collections items shall be conducted in full accordance with those policy and procedural guidelines approved and adopted by the Board of Trustees, and enumerated in the “Collections Policy & Procedures Manual;”
- 8.) Referrals of any nature may be made to qualified, neutral, reputable individuals and organizations on a case-by-case basis, but any and all relationships between individuals affiliated with the Museum and said referral parties must be made explicit and reported to the Board of Trustees. No Trustee, Board of Directors

member, or Museum staff personnel shall attempt to obtain personal or pecuniary profit or gain from said referral;

- 9.) No Trustee, Board of Directors member, or Museum staff personnel shall attempt to utilize any Museum asset (collections, financial, physical plant, etc.) for personal gain or pecuniary profit. Likewise, no Trustee, Board of Directors member, or Museum staff personnel shall employ the Museum's name or reputation, or the Friends of the Historical Museum at Fort Missoula's name or reputation for any non-Museum-related business. Said use is to be strictly confined to Museum-related business, is to be reported to, and must be approved by the respective body in question;
- 10.) All Trustees, Board of Directors members, and Museum staff shall maintain in the strictest confidence information learned during the course of their Museum activities, when that information concerns the administration or activities of the Museum and is not generally available to the public. Neither Trustees, nor Friends Board of Directors members, nor Museum staff may take advantage of privileged information obtained as a result of their position, nor may they permit others to make use of said information otherwise unavailable to the public for furthering personal interest or gain.

J. Specific Legal & Ethical Issues

1.) Introduction

Certain types of collections present specific issues, due to applicable legal and ethical standards. Should the Museum ever acquire, hold, or manage collections of these types, the Museum must take these legal and ethical issues into account.

2.) Native American and Native Hawaiian Human Remains and Objects

a. Principles

- 1.) Native American and Native Hawaiian human remains, funerary objects, sacred objects, and objects of cultural patrimony are subject to the terms of the Native American Graves Protection and Repatriation Act (NAGPRA). Under NAGPRA, the Museum is required to compile information about such material, to disseminate the information to and consult with tribes about collections that may be subject to repatriation, and, in certain circumstances, to return such material to affiliated Native American tribes, Native Hawaiian groups, or specified individuals. The Curator of Collections shall be charged with the primary responsibility for complying with the mandates of NAGPRA.
- 2.) In addition to the applicable requirements of NAGPRA, Museum staff

should be aware of and sensitive to other issues that arise out of cultural concerns of Native American tribes or Native Hawaiian groups. Such concerns may relate to appropriate standards for the use and management of Native American or Native Hawaiian objects and interests in the intellectual content associated with such objects. Museum staff members are encouraged to consult with Native American tribes and Native Hawaiian groups associated with objects in the Museum's collection and to take their interests into account at all times provided that such interests are consistent with applicable law and the Museum's duties for the care and management of its collections.

b. Policy

- 1.) Repatriation of Native American and Native Hawaiian human remains and objects is governed by the requirements set forth in the Native American Graves Protection and Repatriation Act (NAGPRA).
- 2.) Final repatriation decisions are to be made by the Curator of Collections, with final approval to be required from the Executive Director.
- 3.) Any Native American or Native Hawaiian collections whose repatriation are not required by NAGPRA shall be managed in accordance with this directive. Decisions to return or repatriate collection items outside the scope of NAGPRA will be evaluated and processed in accordance with established procedural guidelines.

c. Implementation

- 1.) The Curator of Collections Manager shall be responsible for ascertaining if any materials in the Museum's collection include Native American or Native Hawaiian materials to which the requirements of NAGPRA may be applicable.
- 2.) If materials that are relevant to NAGPRA are found in the Museum's Collections, they will be deaccessioned based upon procedural guidelines enumerated both in this document and in the Collections Policy & Procedures Manual, and in strict adherence to the mandates of the NAGPRA statute.

3.) Cultural Property

a. Principles

- 1.) The Museum supports the efforts of local, state, national, and international authorities to protect art, antiquities, national treasures, and ethnographic material from destructive exploitation. The Museum repudiates the illicit traffic in art and cultural objects that contributes to the despoliation of museums and monuments and the irreparable loss to science and humanity of archeological remains. Objects and specimens that have been stolen, unscientifically gathered or excavated, or unethically acquired shall not be made part of the Museum's assembled collections.

b. Policy

- 1.) Before acquiring or borrowing a collection item, the Curator of Collections must ascertain, from the circumstances surrounding the transaction or knowledge of the item's provenance, that the collection item was not stolen or wrongfully converted, and therefore is not illegally present in the United States.
- 2.) Before acquiring or borrowing a collection item, the Curator of Collections must ascertain that the collection item was not unethically acquired from its source, unscientifically excavated, or illegally removed from its country of origin after May 9, 1973.
- 3.) The provenance of collection items shall be a matter of public record.

c. Implementation

- 1.) The Curator of Collections shall be responsible for ascertaining if any previously acquired objects are considered cultural property in violation of any legal and ethical statutes.
- 2.) If illegally or unethically acquired objects are discovered in the Museum's collections, they must be deaccessioned according to procedures enumerated in this document, and in the Collections Policy & Procedures Manual.

4.) Biological Material

a. Principles

- 1.) Museum research and collecting activities must be undertaken with sensitivity to continued protection of biological diversity and in compliance with applicable laws protecting animal and plant species, especially those that are threatened or endangered. Field studies and

collecting of biological material should be preceded by disclosure and consultation with the proper authorities and interested scientific institutions in the location of the fieldwork. Field activities must be conducted lawfully, support educational and scientific purposes, and not cause undue detriment to the biodiversity and ecological conditions in the area of the activity.

b. Policy

- 1.) Biological material may be acquired by or on behalf of the Museum through field collecting only when such collecting is legally authorized, when the biological material is obtained solely for purposes of scientific research, to add to the Museum's collections, or for other educational purposes, and when the Museum's field activities will not cause undue detriment to the biodiversity and ecological conditions in the area of the activity.
- 2.) The Museum will acquire or borrow biological material collected or obtained by others only if it is consistent with established collecting criteria for the transaction, and with all applicable international, national, state, local, and tribal laws.
- 3.) Biological material in the Museum's collections or custody will be managed in accordance with all applicable legal requirements.

c. Implementation

- 1.) The Curator of Collections shall be responsible for ensuring compliance with legal requirements for all biological material collections transactions.
- 2.) If materials that violate legal guidelines for biological material are found in the Museum's collections, they shall be deaccessioned according to procedural guidelines enumerated in this document and in the Collections Policy & Procedures Manual.

5.) Unlawful Appropriation of Objects during the Nazi Era

a. Principles

- 1.) Between 1933 and 1945, the Nazi Regime wrought the unlawful appropriation of millions of art objects and other cultural property from their rightful owners, including: private citizens, victims of the Holocaust, public and private museums and galleries, and religious,

educational, and other institutions. Some of these objects ultimately were transferred, in good faith and without knowledge of their prior unlawful appropriation, through the legitimate market and may have been acquired by museums. In recent years, public awareness of the extent and significance of Nazi looting of cultural property has grown significantly.

- 2.) The Museum firmly adheres to the “Guidelines Concerning the Unlawful Appropriation of Objects During the Nazi Era,” issued by the American Association of Museums (AAM), and, where applicable, the “Report of the Association of Art Museum (AAMD) Directors Task Force on the Spoliation of Art during the Nazi/World War II Era.”

b. Policy

- 1.) The Museum shall not knowingly acquire collection items that were unlawfully appropriated during the Nazi era without subsequent restitution.
- 2.) If the Museum has acquired in good faith a collection item that is subsequently determined to have been unlawfully appropriated during the Nazi era without proper restitution, the Museum will take prudent and necessary steps to resolve the status of the collection item.
- 3.) The Museum shall abide by the applicable provisions of the AAM and AAMD guidelines regarding Nazi-era objects.

c. Implementation

- 1.) The Curator of Collections shall be responsible for ensuring compliance with all legal and ethical requirements for all objects with potential Nazi-era provenance.
- 2.) If objects that violate legal or ethical guidelines for Nazi-era materials are found in the Museum’s collections, they shall be deaccessioned according to procedural guidelines enumerated in this document and in the Collections Policy & Procedures Manual.

K. Code Of Ethics For Missoula County Officials

As employees or representatives of the County of Missoula, all actions of Museum staff taken on behalf of the institution are to be governed by the, "Code of Ethics for Missoula County Officials," (see attached) as well as by the mandates of this Code of Ethics, the Staff Conduct Statement (Collections Policy & Procedures Manual), and any and all applicable ethical codes and/or

guidelines governing professional museum practice.