



Treasure Island Development Authority Collection Management Policy

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Treasure Island Development Agency

Collection Management Policy

Introduction and background

The Treasure Island Development Authority (“TIDA”, or the “Authority”) holds in the public trust a historical collection significant to the Island’s Naval and historic past. This group of objects is known as the TIDA collection.

Treasure Island was built in the mid-1930s by the United States Army Corps of Engineers in the middle of San Francisco Bay next to Yerba Buena Island. The Island was originally built to host the 1939-1940 Golden Gate International Exposition (“GGIE”). In 1941, the United States Navy began using the Island as a training center and embarkation point. After World War II, the Navy retained this base, Naval Station Treasure Island, through most of the rest of the 20th century.

In 1975, the Navy created a museum as a public attraction that featured the history the United States military sea services. Initially called the Navy/Marine Corps Museum, it eventually expanded to include the GGIE and other aspects of the history of Treasure and Yerba Buena Islands, and in 1994 was renamed the Treasure Island Museum. The museum owned a collection of historical materials related to the history of the Island, the GGIE, and construction of the San Francisco-Oakland Bay Bridge. These materials were an element of the museum’s historical programming. The collection was accumulated from 1975 to 1997 with the assistance of the Navy/Marine Corps Museum Organization, a “Friend of” non-profit incorporated in 1976 to support the Navy museum’s activities.¹

The Navy closed the base and the museum in 1997, and the Island was first subsequently leased and then ultimately conveyed to the City and County of San Francisco (“the City”) TIDA is charged with the redevelopment of the Island for civilian use. Most of the Navy museum’s collection was ultimately conveyed to TIDA in 2011 as a gift from the Naval History and Heritage Command following the closure of the base.

As part of the development of former Naval Station Treasure Island, the Authority has responsibility for the long-term preservation and maintenance of these materials for use in future research and historic interpretation programming.

TIDA purpose, mission, authority

A. Mission:

¹ Although the Navy museum closed in 1997, the Navy/Marine Corps Museum Organization continued to exist, now called the Treasure Island Museum and has operated a museum of that name since 2008, with facilities support from TIDA, and its own collection, which this policy does not address.

- a. The Treasure Island Development Authority (TIDA) is a non-profit, public benefit agency dedicated to the economic development of former Naval Station Treasure Island. The Authority is vested with the rights to administer Tidelands Trust property. TIDA administers vital municipal services to Treasure and Yerba Buena Islands on behalf of the City and County of San Francisco. TIDA staff are employees of the City's General Services Agency and the TIDA office is led by the Treasure Island Director.
- b. TIDA's mission is to promote the planning, redevelopment, reconstruction, rehabilitation, reuse and conversion of that certain property commonly known as Naval Station Treasure Island, including Treasure Island and Yerba Buena Island, and all tide and submerged lands and rights of access and other appurtenances thereto (the "Base"), for the public interest, convenience, welfare and common benefit of the inhabitants of the City.

B. Purpose

- a. TIDA's purpose is to develop former naval station Treasure Island and manage its integration with the City in compliance with federal, State and City guidelines including the California's Tidelands Trust; create new job opportunities for San Francisco residents, including assuring job opportunities for homeless and economically disadvantaged City residents; increase recreational and Bay access venues for San Francisco and Bay Area residents; and promote the welfare and well-being of the citizens of San Francisco.
- b. TIDA's management and preservation of its collection serves the welfare, common interest, and benefit of the people of San Francisco through stewardship of the objects, and provides recreational and educational activities through exhibitions of these objects.

C. Statement of Authority:

- a. Ownership:
 - i. TIDA is a California Nonprofit Public Benefit Corporation. It was incorporated in 1997 under the Articles of Incorporation and the provisions of the Treasure Island Conversion Act of 1997 (amending Section 33492.5 of the California Health and Safety Code and adding Section 2.1 to Chapter 1333 of the Statutes of 1968) (the "Treasure Island Act"). TIDA currently operates under the Fourth Amended and Fully Restated Bylaws adopted in 2017.
 - ii. TIDA's ownership of the Navy museum's collection was initiated by Resolution 256-11 of the San Francisco Board of Supervisors, adopted in 2011, accepting as a gift a portion of the former Treasure Island Museum Collection from the Naval History and Heritage Command and establishing TIDA's responsibility to manage and care for the collection.

- iii. This same resolution authorized TIDA to arrange for and fund the handling and storage of the Navy's museum collection by contracting with a professional art handling and storage organization.
 - iv. Per TIDA Board Resolution 11-48-09/14, TIDA accepted the responsibility for the Navy museum collection's management and preservation, adding the cost of handling and storage to the Authority's annual budget.
 - v. TIDA's collection also includes items considered Navy personal property which transferred to the Authority as part of the larger property conveyance process, and a set of murals transferred to the Authority by the Port of San Francisco under a Transfer Agreement approved by the San Francisco Port Commission and the TIDA Board of Directors.
 - vi. New donations to the TIDA collection are defined as gifts to TIDA and their acceptance is governed by San Francisco Administrative Code Section 10.100-305.
 - vii. The governing authority for the TIDA collection rests with the TIDA Board of Directors. The Board consists of seven members appointed by the Mayor of San Francisco and approved by the San Francisco Board of Supervisors. In addition, the Board of Directors has one non-voting ex-officio member: The Supervisor for the district which includes Treasure Island/Yerba Buena Island.
- b. Responsibilities
- i. The TIDA Board is responsible for collection policy development and approval.
 - ii. The collection management policy is implemented by TIDA staff under the direction of the Director.
 - iii. The Treasure Island Director has the overall responsibility for the management of the TIDA collection, delegated through TIDA staff members, with some actions subject to approval by the TIDA Board.

Purpose of TIDA's collection management policy

TIDA's Collection Management Policy ("CMP") has been written to establish and define policies and procedures that govern the acquisition, management, preservation, use, and disposal of objects in TIDA's permanent collection according to the standards set by the City and the museum profession. This policy governs acquisitions and accessions to the collection, incoming and outgoing loans, collection care, documentation, access to the materials, and deaccession criteria and procedures.

The collection is currently in storage in a museum-quality facility. Because of limited access to the physical objects and minimal cataloging, the current state of this collection does not yet reach

the benchmark of accessibility and long-term preservation as outlined by the U.S. Department of the Interior Museum Program, which is in alignment with the American Alliance of Museums (AAM) Collections Stewardship Standards. This CMP is one of several important steps toward better accountability, accessibility, and long-term preservation of the TIDA collection materials.

Scope of TIDA’s collection

The TIDA collection includes approximately 30,000 objects and highlights the Golden Gate International Exposition, Naval Station Treasure Island, the overall histories of Treasure Island and Yerba Buena Island and the construction of the Bay Bridge.

1. The Golden Gate International Exposition materials include blueprints and plans for the exhibition grounds and buildings, along with contracts for the work; photographs, slides, and negatives; newspapers; promotional materials, including banners, posters, brochures, postcards, souvenirs and ephemera; audiovisual materials such as record albums, films and tapes; scrapbooks; five full-sized mural maps painted by Miguel Covarrubias; and a jeweled official “Key to the Faire”.
2. The Naval Station Treasure Island materials mainly include plans and blueprints for buildings and spaces on both Treasure Island and Yerba Buena Island, as well as some promotional items and memorabilia.
3. The Yerba Buena Island and Bay Bridge materials include items related to the history of Yerba Buena Island; construction and promotion of the San Francisco-Oakland Bay Bridge such as plans and surveys; photographs and negatives; promotional items such as brochures, posters, souvenirs, and postcards; newspapers and magazines; and other assorted items.
4. In addition, the collection includes paintings and promotional materials related to the City of San Francisco and the state of California.

The collection represents the environmental, economic, social and cultural heritage of the island. Objects in the collection are held in the public trust to ensure accessibility for current and future generations.

Acquisitions and accessioning

TIDA may acquire new objects for the collection over time. “Acquisition” is defined as the process of taking possession of an object, or the object itself, while accessioning is the legal process by which it is recorded and brought into the collection. New objects may be acquired through purchase, donation, bequest, or transfer from another City department.

- A. Acquisitions
 - a. Policy

- i. TIDA will adhere to the highest standards of the museum profession with regard to new acquisitions, and will only accept objects with a clear and ethical history of ownership.
 - ii. Any additions to the collection must be in compliance with federal laws and statutes as well as international treaties such as the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transport of Ownership of Cultural Property and the Native American Graves Protection and Repatriation Act (NAGPRA).
 - iii. All new acquisitions must be accompanied by a legal and signed instrument of conveyance.
 - iv. TIDA staff and Board members will follow the City's Statement of Incompatible Activities for General Services Agency employees and for appointed members of Boards and Commissions.
 - v. Furthermore, TIDA staff and members of the TIDA Board of Directors involved in the acquisition process may not use their professional position to acquire for their personal collections objects that are within the scope of the TIDA collection.
 - vi. TIDA staff and Board members will not, either in an official or unofficial capacity, provide monetary appraisals for donors, potential donors, or the general public. Staff and officers may provide the names of professional appraisers, but shall not endorse any particular individual. TIDA may provide internal valuations for the purpose of insurance coverage or other internal matters and will contract with professional appraisers as needed.
- b. Criteria
- i. TIDA will only acquire objects that strengthen the current mission, purpose, and scope of the collection, including items from the Golden Gate International Exposition, former Naval Station Treasure Island, the history of Treasure Island and Yerba Buena Island, the construction of the Bay Bridge, and the history of San Francisco and Oakland in the context of Treasure Island, Yerba Buena Island, and the Bay Bridge.
 - ii. When making acquisition decisions for new objects for the collection, TIDA will give consideration to the object's research value, rarity, and condition; the amount of storage space available; and the long-term cost of maintenance.
 - iii. TIDA does not accept or accession into the collection any unsolicited, anonymous, or "doorstop" donations of materials sent to or left at the office without a signed agreement.
 - iv. TIDA will treat unsolicited or "doorstop" donations as unclaimed property and proceed according to California Civil Code Section 1899, et seq.

- v. Objects are considered “Found-on-Premises” when no paperwork or provenance can be established after TIDA staff has attempted to find the owner. If no owner is found, TIDA will treat the object as unclaimed property and proceed according to California Civil Code Section 1899, et seq..
- c. Procedures
- i. The Treasure Island Director, through TIDA staff, will lead the process for new acquisitions and provide recommendations to the TIDA Board of Directors.
 - ii. All acquisition and accession decisions are ultimately authorized by action of the TIDA Board of Directors.
 - iii. All new acquisitions shall be governed by Section 21.04(a)(4) of the San Francisco Administrative Code, Chapter 21 governing the purchase of art or artifacts for museums or for display in public areas.
 - iv. Objects held in temporary custody during the evaluation process must be accompanied by an incoming receipt signed by both the donor/seller and a member of the TIDA staff. These objects, for insurance purposes, will be protected under an insurance policy held by TIDA.
 - v. Object donations
 1. Under TIDA Board Resolution 98-15-4/15, any gift to TIDA will be subject to Government Code Section 18944 stating that the donation will be used for official business, and that the donor may specify the purpose or use for the donation, though not the specific recipient.
 2. TIDA’s acquisition of donated objects is governed by San Francisco Administrative Code Section 10.100-305.
 3. Acquisitions will be accompanied by the appropriate instrument of conveyance and a Statement of Economic Interest from the donor.
 4. Acquisitions that are a result of “in-kind” donations must be reported to the Office of the Controller and reported in the City’s financial records per the *City & County of San Francisco’s Office of the Controller Accounting Policies & Procedures*. TIDA shall maintain a record of in-kind donations and report all in-kind donations to the Board of Supervisors annually per Section 12.5.2.1| Budget and Appropriation Ordinance (AAO) & Annual Salary Ordinance (ASO).
 5. Donations must be accepted by resolution of the TIDA Board of Directors, upon recommendation by the Treasure Island Director.

6. If the donation is valued at \$10,000 or more, it must be approved by resolution of both the TIDA Board of Directors and the San Francisco Board of Supervisors prior to acceptance.
7. The TIDA Board resolution and Board of Supervisors resolutions accepting the donation shall state the donor's name, the recipient's name, the nature, value, description, and intended use of the donation.
8. No person associated with the TIDA collection may provide any valuation for a donation.
9. TIDA will submit annual report to the San Francisco Board of Supervisors within the first two weeks of July reporting all donated objects acquired by TIDA in the prior Fiscal Year.
10. TIDA will post a record of donated items acquired into the collection on its website.

vi. Transfers

1. TIDA may receive objects or materials (such as reports, maps, photographs, blueprints) into the collection transferred from other City departments and other government agencies.
2. These transferred objects must be reviewed by TIDA staff, approved by the Treasure Island Director and, when necessary, all suitable approvals secured and a suitable transfer document executed between TIDA and transferor.
3. Objects received through transfer must meet the record retention requirements of TIDA and of the department or agency transferring the item to TIDA.

vii. Purchases

1. Purchases of new acquisitions shall be governed by Section 21.04(a)(4) of the San Francisco Administrative Code, Chapter 21 governing the purchase of art or artifacts for museums or for display in public areas.
2. Purchasing procedures shall comply with the *City & County of San Francisco's Office of the Controller Accounting Policies & Procedures* regarding contracts/encumbrances and expenditures, including but not limited to purchase order approvals, invoice approvals, payment consideration and mechanisms, sales & use tax, and reporting rules.
3. All purchases must be pre-authorized by the Treasure Island Director.

4. Purchases under \$10,000 may be authorized by the Treasure Island Director upon recommendation by TIDA staff, with a memo sent to the TIDA Board of Directors at the next scheduled meeting.
5. Purchases \$10,000 or more must be directly approved by the TIDA Board of Directors at a regularly scheduled meeting.

B. Accessioning

a. Procedures

i. General

1. New acquisitions will be accompanied by a “legal, signed instrument of conveyance,” including a purchase receipt/bill of sale, a deed of gift or bequest, or a deed of transfer. Deeds of gift will be accompanied by the donor’s Statement of Economic Interest form.
2. Whatever the form, the acquisition agreement will include the contact information for the previous owner, credit line, date of acquisition, method of acquisition (gift, transfer, purchase), insurance value, and the accession group number.
3. The acquisition agreement will be stored in a file under the accession group number at the TIDA office.
4. TIDA will attempt to obtain copyright and other intellectual property rights to new acquisitions; where this is not possible, the limits of TIDA’s rights will be described in the agreement.
5. The accession record will be added to the collection management software (CMS) and a linked record will be generated for each object.

b. Documentation

- i. Records for new acquisitions will be added to the collection records and to the CMS within 60 days of accession.
- ii. Object cataloging will be guided by the TIDA cataloging procedures manual. Each object will receive an accession number generated by the CMS that will be affixed to the object in a manner keeping with the best practices of the museum profession.
- iii. All physical paperwork, including correspondence, photographs, and appraisals/valuations, will be filed by the accession group number in the TIDA office.

Deaccessioning

Deaccessioning is the process of legally removing an accessioned object from a collection. The process is strategic in that it allows an organization to shape and improve its collection through the removal of objects of inferior condition, importance, utility, or not within the scope of

collection. This process is not to be undertaken lightly, and any object that remains relevant to TIDA's mission and has retained its physical stability should continue as part of the collection. Deaccessioning should never be undertaken for the purposes of reducing costs or generating revenue, but rather as part of a careful process, led by the TIDA staff, that ensures continued public trust.

Policy

1. TIDA may only deaccession objects that it holds the legal title for.
2. Criteria: Deaccessioning may be recommended when an object or set of objects meet at least one of the following criteria:
 - a. Is outside of the TIDA collection's scope
 - b. Has deteriorated or cannot maintain its physical integrity
 - c. Has lost its identity or authenticity
 - d. Cannot be properly cared for or preserved by TIDA
 - e. Is unstable or poses a danger to the storage area, personnel, or other materials in the collection
 - f. Is a duplicate of an object of superior condition or authenticity
 - g. Has created or may create a liability for TIDA, either from a legal or reputational perspective
 - h. Originally acquired from what has since been identified as an illegal or unethical source
3. Authority for deaccessioning
 - a. TIDA staff may submit recommendations for object deaccessioning to the Treasure Island Director. If the object considered for deaccessioning has a valuation of \$10,000 or above, TIDA staff shall seek disinterested third-party evaluation of the object's importance to the TIDA collection. This evaluation shall be submitted as part of the staff's recommendation to the Treasure Island Director.
 - b. If the object is a "work of art" as that term is defined in Sec. 2A.150 of the San Francisco Administrative Code, approval to deaccession the object must be obtained from the San Francisco Arts Commission prior to TIDA taking any action to deaccession the object.
 - c. The Treasure Island Director may authorize deaccessioning objects with a valuation of up to \$10,000. A memo listing a description of the item, reason for deaccessioning and method of disposal shall be provided to the TIDA Board of Directors at its next scheduled meeting.
 - d. Deaccession of objects with a valuation of \$10,000 or more must be authorized by a resolution of the TIDA Board of Directors at a scheduled meeting.

Procedure

1. Deaccessioned objects may be disposed of in the following ways, ranked by order of preference: transfer to another museum, historical society, or non-profit collecting

institution with a similar mission; transfer to TIDA's collection of educational materials; destruction.

2. Deaccessioning must follow the San Francisco Administrative Code governing sale, transfer and disposal of City property.
3. In compliance with the City's General Services Agency's Statement of Incompatible Activities:
 - a. Deaccessioned objects may not be sold or given, directly or indirectly, to personnel associated with the TIDA collection, including staff members, Board members, or consultants.
 - b. No person associated with the TIDA collection may profit from the sale or transfer of objects.
 - c. No employee or the director may receive or accept any compensation from private parties for appraisals or estimates of the values of works of art or objects that are not the property of TIDA or the City. This prohibition does not preclude appraisals, estimates, authentication, identification and statements as to the monetary value of objects prepared by employees for internal use by TIDA or the City, such as for insurance valuations, potential gifts or loans or objects temporarily in the custody of TIDA or on loan to other institutions. Nor does this prohibition preclude authentication and identification provided by employees of the Department as part of an authentication and identification service or program approved by the Director. This prohibition does not apply to employment of or compensation received by an employee's spouse or registered domestic partner.
 - d. No employee or the Director may invest in or have any other relationship of personal/financial benefit with any art gallery, auction house or other business entity that manufactures or sells supplies, books, machinery or equipment to TIDA or which provides services to TIDA. This prohibition does not apply to employment of or compensation received by an employee's spouse or registered domestic partner.
4. TIDA staff members and designees involved with the deaccessioning process will complete a deaccessioning procedure form, which will be retained as a permanent record for that object.
5. Objects that are donated to the TIDA collection will not be deaccessioned until a minimum of three years have elapsed. An exception will be made for materials deemed hazardous to either personnel or other collection objects after the acquisition and accessioning process has been completed.
6. All deaccessions must be recorded in the collection management system as permanent records of the process. These records should include the date, reasons for deaccession, and result of the action.
7. Accession numbers from deaccessioned objects may not be reused, as these identifiers are part of the deaccessioned object's permanent record.

8. Objects containing hazardous materials must be disposed of appropriately and, if transferred, proper notice of the hazard must be made.
9. Destruction of an object may take place in accordance with the California Art Preservation Act (Civil Code 987), known as CAPA, and the Visual Artists Rights Act of 1990 (17 U.S.C. 106A and 113 (d), known as VARA, or in the case where the Artist has waived their rights under CAPA and VARA, when the object has deteriorated beyond repair in the opinion of at least one outside conservator and has been authorized by the Treasure Island Director. The disposal must be witnessed by two members of TIDA staff, with photographs documenting the process. These photographs will be attached to the object's catalog record as evidence of the process.

Collection care

A. Policy

- a. TIDA, as a collecting organization, recognizes its responsibility to preserve the materials in its care. These materials are held in the public trust for future generations of the people of San Francisco. Therefore, TIDA is committed to the care for these materials in the most appropriate manner possible and according to the standards of professional museum practice.

B. Procedures

a. Preventative conservation

- i. Preventative conservation is the continuous provision of an optimal storage and exhibition environment for a collection. These best practice measures help to prevent damage to and loss of collection materials. They include maintenance of temperature, relative humidity (RH), and light levels for the various materials in the collection, and continuous or frequent periodic monitoring of those values.
- ii. Preventative conservation for the TIDA collection will be administered by TIDA staff or designees.
- iii. All efforts are made to store collection materials on inert surfaces such as steel shelving and housed in museum- or archival-quality boxes, envelopes, folders, sleeves, or containers.
- iv. Conditions for collection objects, whether in storage, on exhibit, or retrieved for research access, will adhere to the standards described in the Collection Care Manual.
- v. Objects will be marked with accession numbers in a non-permanent and reversible manner appropriate to the material type.
- vi. Preventative conservation also includes management of the storage and exhibition environment through fire monitoring and suppression systems, flood detection and mitigation, and earthquake stabilization.

- vii. Appropriate security measures such as door locks, case locks, restricted access to storage and exhibition spaces, and are also part of preventative conservation.

B. Integrated Pest Management

- a. Integrated pest management (IPM) is a holistic approach to preventing damage by pests and includes monitoring the area using traps, sealing doorways or entrances to prevent pests from entering, and keeping areas containing objects clean, cool, and dry. All IPM activities undertaken in support of collection management shall conform to the CCSF Integrated Pest Management Ordinance.
- b. Food and drink are prohibited in storage, work and exhibition spaces.
- c. If signs of infestation are found, the collection materials will be removed, the area cleaned, and traps will be set and monitored. Once the area is cleared of pests, the collection materials will be restored to their original location.
- d. Materials brought into the collection will be inspected for signs of infestation. If signs are found, these materials will be isolated and treated.
- e. Pest control spraying will be conducted on an as-needed basis.
- f. All attempts will be made to maintain these standards for objects in storage, in the TIDA office, and for objects on exhibition.

C. Risk management and insurance

- a. Policy
 - i. TIDA is responsible for minimizing risks to and ensuring the safety of its collection objects and their records.
 - ii. Any losses or damage to collection objects or records will be immediately reported to the Treasure Island Director.
- b. Procedures
 - i. TIDA collection items are stored at optimal conditions for preventative conservation and objects on display will be monitored regularly.
 - ii. Objects will be displayed under the best conditions consistent with exhibition standards for those objects.
 - iii. Any risks to the collection through handling or shipping will be assessed by TIDA staff or designees prior to any movement of an object.
 - iv. Risks to collection objects will be reduced through training in proper handling methods and housing materials as detailed below.
 - v. Damage to objects will be reported to the Director immediately. The damage will be documented and photographed, and a Conservator will be consulted to assess the damage and recommend treatment.
 - vi. Handling
 - 1. Objects in the collection will be handled only by trained staff, volunteers, authorized researchers, and consultants according to the Object Handling Procedures document.

- c. Insurance
 - i. TIDA secures insurance coverage appropriate for the value of the collection
 - ii. Items borrowed by TIDA are covered by TIDA under a separate policy for temporarily borrowed items.
 - iii. The City's Risk Management Division is responsible for securing TIDA's policies and advising TIDA on liability risks.
 - iv. Borrowers of items from the TIDA collection are required to secure wall-to-wall insurance coverage for any item loaned out by TIDA.
 - v.
- D. Emergency plan
 - a. In the case of an emergency, life safety supersedes collection concerns.
 - b. When the emergency has passed, the collection at the offsite storage facility may be accessed by specific pre-designated TIDA staff members for survey and recovery.

Records and inventory / Documentation

Accurate record keeping is vital to the professional maintenance of TIDA's collection, and the Authority is responsible for the creation and maintenance of records for each object in the collection. TIDA's collection records will fall under the department's records retention policy adopted under the City Records Policy Schedule (Admin. Code Section 8.2) and the TIDA Records Retention and Destruction Schedule. Under this policy, records related to the acquisition, maintenance, loan, and deaccession of TIDA collection objects are considered permanent records.

- A. Acquisition records
 - a. All acquisitions will be accompanied by appropriate receipts. These include signed deeds of gift, purchase receipts, and transfer authorizations. Paper copies of these forms are stored in the TIDA office.
 - b. Acquisitions will also be recorded in the collection management system (CMS), along with future receipts and deeds of gift generated by the CMS.
- B. Catalog records
 - a. TIDA will make every effort to catalog each collection object according to the standards and best practices of the museum profession. These records will contain accession information, unique identifiers [accession numbers], object names and descriptions, exhibition records, conservation treatments, use in research and education, and condition reports. Photographs can also serve as part of the maintenance record, either to identify the object or to document its condition. The TIDA cataloging manual will provide guidance for the creation of object records.
- C. Loan agreements

- a. Signed paper loan agreements and accompanying documents (such as correspondence or images) for both incoming and outgoing loans will be maintained at the TIDA office.
 - b. Incoming loan records will be managed through the CMS, including a unique identifier for each object, contact information for the lender, description of object(s), loan dates, incoming and outgoing condition reports (including photographs where needed), date of receipt, date of return, and location information while the object is in TIDA's custody.
 - c. Outgoing loan records include the name and contact information for the borrower, the dates of the loan, the outgoing and incoming condition reports for the object(s), including photographs.
- D. Deaccession records
- a. Records of deaccession activity will be permanently maintained and will include the unique identifier [accession number], reasons for deaccession, and the means of disposal (transfer, sale, donation).
- E. Backups and security
- a. The Authority, through the CCSF General Services Agency's IT department, will maintain periodic server backups for the CMS, including the database and the file server. These backups will be available in cases of disaster, departmental system failure, or unauthorized deletion of electronic files.
- F. Inventory
- a. TIDA will conduct inventories of the collection on an annual basis to confirm the physical location of objects and the accuracy of their catalog records.
 - b. The annual inventory will be conducted based on a random sampling table resource generated by the National Parks Service.
 - c. The inventory procedure will be conducted according to the guidelines set in the Collection Care Manual.
- G. Reporting
- a. TIDA will produce an Annual Report at the end of each fiscal year describing the collection, its administration, and valuation and detailing any changes. The Annual Report will be posted on the TIDA website and submitted to the TIDA Board of Directors.
 - b. TIDA shall furnish annual reports to the Board of Supervisors as required under Administrative Code Section 10.100-305(c). These reports to the Board of Supervisors shall also be included as attachments to the Annual Report.

Access to the collection

Access to the TIDA collection materials will be available through exhibitions, a publicly accessible online catalog of collection items, and research requests. TIDA will seek to maximize public access to its collection through the following means: exhibitions through partner

institutions, an online catalog, and research requests. With an online catalogue, increased public awareness will generate more institutional and research interest in collection materials.

A. Exhibitions

- a. The outlet for exhibitions and public viewing of TIDA collection materials will be through TIDA's institutional partners including but not limited to Treasure Island Museum and the San Francisco Public Library. Opportunities for viewing may include physical in-person exhibits, online or virtual exhibits, and images shared through the social media accounts of TIDA or its partners.

B. Online catalog

- a. Public access to the TIDA collection will be facilitated by an online catalog available through the Authority's website. Understanding that the collection is not currently cataloged, the goal will be to integrate the initial cataloguing of the collection with development of an online catalog.

C. Research requests

a. Policy

- i. Requests for research access to the TIDA collection will be authorized by TIDA staff under the direction of the Treasure Island Director. Research access will be available by appointment only.
- ii. TIDA reserves the right to control access to collection materials due to concerns about the safety and stability of the objects, or impact on staff time.
- iii. Only accessioned and cataloged materials will be available to researchers.

b. Procedure

- i. Research requests must be made in writing using the Research Access Request form, which will include the following information:
 1. Name
 2. Contact information
 3. Project description
 4. Affiliation
 5. Requested potential date(s) for visit
 6. Requested items for viewing, including TIDA accession numbers
- ii. Researchers will show a driver's license or other government-issued form of photo identification at the beginning of the research appointment.
- iii. Research access will take place in the TIDA office on Treasure Island. TIDA staff or designees will retrieve the materials and bring them to the TIDA office. TIDA staff or designees will provide continuous supervised access to the materials during regular business hours.
- iv. Access to and use of materials will be in compliance with the collection care plan. Researchers will be required to review the Handling Guidelines

- and read and sign the Access Policies and Use Guidelines before accessing TIDA materials.
- v. Objects that may cause damage to materials will not be permitted in the research area. These include ink and sharp objects such as knives. No. 2 pencils will be provided to researchers for note-taking.
 - vi. When necessary, as in the case of fragile materials, photographs or reproductions will be offered instead of the original object.
 - vii. TIDA staff will maintain records of research requests and access.
- c. Reproductions of collection materials
- i. Researchers may, in some cases, take photographs of materials; no flash photography will be permitted.
 - ii. Publication or commercial use of images of any collection item requires written permission from TIDA and will include a credit line for TIDA.
 - iii. Images of collection objects shared on social media will comply with the Access Policies and Use Guidelines.
 - iv. Requests for scans or photographs of collection materials must be made in writing and include the requestor's name, contact information, purpose and use of the images, accession numbers, and timeframe. Fees, if any, will be outlined in the Access Policies and Use Guidelines
 - v. TIDA staff will grant access based on the request and the impact on staff time.
 - vi. TIDA reserves the right to deny a request for photography of materials if the action would lead to: harm to the collection's physical security; violation of the terms of a loan; copyright infringement; violation of the privacy, publicity, or personal rights of any party; libel, slander, or cause undue ridicule or embarrassment to any person or organization; or the implication of an institutional endorsement of any product, company, or enterprise.

Loans - incoming and outgoing

Incoming loans

1. Condition for loans
 - a. TIDA may occasionally borrow objects or sets of objects from other museums, collecting institutions, and individuals for the purposes of exhibition and research.
 - b. Incoming loans must be approved by the Treasure Island Director if the value is under \$10,000, and by the TIDA Board for objects or sets of objects valued at \$10,000 or more.
 - c. All loans will be documented on a loan agreement signed by the lender and the Treasure Island Director prior to shipping.
 - d. TIDA will not accept items on loan for placement in the permanent collection.

- e. Incoming loans are limited to an initial time period of less than one year.
- f. Objects on loan receive the same professional level of care and management as those owned by TIDA. TIDA will not accept a loaned object that is in such condition that it will not withstand the stresses of travel, handling, and exhibition.
- g. Damage to loaned objects will be documented by TIDA staff or designees, and the lender will be notified within 48 hours of the incident.
- h. No cleaning or conservation of a loaned object will take place unless approved in writing by the lender.
- i. Incoming loans will be documented on a loan agreement from the lender.
- j. Loaned objects will be photographed and a Condition Report prepared upon arrival, and will be reported on again prior to the object's return.
- k. Complete records of all incoming loans will be permanently maintained by TIDA staff.
- l. Any object for which the loan period has ended, but contact with the lender has lapsed, will be considered "abandoned property" and handled according to Section 1899 et. Seq. of the California Civil Code, "Loans to Museums for Indefinite or Long Terms."
- m. Any object held by TIDA for which there is no formal loan agreement, and for which more than 25 years have passed from the date of the last written contact between the lender and TIDA as evidenced in TIDA records, will be considered abandoned property. Pursuant to California Civil Code Section 1899.10(c), the lender shall be deemed to have donated the abandoned property to TIDA.

2. Procedures

- a. Incoming objects will be given 24-48 hours to acclimatize prior to unpacking.
- b. Inspect objects for hazards to collection or personnel safety, such as insect infestation, mold, hazardous materials.
- c. While unpacking the objects, document the process with photographs or video, noting any instances of poor packing that may result in damage to the objects inside.
- d. Save the packing material for the object's return.
- e. Create a condition report for the object(s), photographing any instances of damage, and inform the lender immediately of any damage.
- f. Record the loaned objects in collection management software and assigned a unique identifier (or loan number), along with an object description, location, value, condition reports, and insurance documents.

Outgoing loans

1. Conditions for loans

- a. Loans from the TIDA collection may be made to institutions, museums, or other non-profit entities for exhibition use.

- b. Loans will only be made to those that are able to meet or exceed TIDA's requirements for museum-level environmental conditions, security, and collection care.
 - c. All loans will be made for public exhibition purposes only. Loans to institutions that are not regularly open to the public are prohibited.
 - d. The initial duration of a loan will be one year or less.
 - e. A request for a loan may be denied if the object's long-term stability would be affected by travel to, or handling and exhibition by, the borrowing institution.
 - f. Only cataloged items may be loaned.
 - g. The terms of the loan will be stipulated by TIDA's Outgoing Loan Agreement, including, but not limited to, the terms noted in subsection 3.c below.
2. Recall of loans
- a. TIDA may recall, with written notice, an object on loan to another institution and consistent with the terms of the Loan Agreement governing the loan of the item.
3. Loan procedures
- a. Any loan request must include the following information, per the Loan Request Form:
 - i. Name, address, and phone number of borrowing institution
 - ii. Contact information for individual making the request
 - iii. Number of objects requested, as well as accession numbers for specific objects
 - iv. Purpose of the loan and proposed use of the object(s)
 - v. Requested dates for the loan
 - vi. Statement that the borrowing institution will provide wall-to-wall insurance coverage for the object(s) during the loan period
 - vii. Detailed description of the facility, or a Standard Facilities Report to determine if the facility meets professional standards
 - b. If the borrowing institution meets the necessary professional standards and the loan will not endanger the object, TIDA staff and designees will review the request.
 - i. Approvals for loans of objects with a valuation of less than \$10,000 may be approved by the Treasure Island Director and staff with a memo to the TIDA Board to be presented at the next scheduled meeting.
 - ii. Approval for loans of objects valued at \$10,000 or more may only be approved by the TIDA Board upon staff recommendation.
 - c. If the loan is approved, an Outgoing Loan Agreement must be signed by both an authorized representative of the borrowing institution and the Treasure Island Director. The loan agreement specifies the conditions of the loan, and includes:
 - i. Contact and shipping addresses for both parties
 - ii. A description of the objects being loaned and the purpose of the loan

- iii. A schedule for shipping, exhibition, deinstallation, packing, and return shipping
- iv. Shipping and handling requirements
- v. Environmental, storage, security, and exhibition case requirements for the loaned object(s)
- vi. Insurance coverage requirements
- vii. Declaration that the costs for the cost of installation, deinstallation, mounting and display, shipping, and transportation (including any necessary couriers) to and from TIDA’s storage facility will be covered by the borrowing institution.
- viii. Declaration that the borrowing institution may be responsible for the cost of TIDA staff or designated consultants to travel with the objects and observe their unpacking and repacking
- ix. Requirements and permissions granted for photography of the loaned object(s), as well as approved uses of photographs
- d. The Outgoing Loan Agreement will be retained by TIDA staff and a copy will be sent to the borrowing institution. The original will be retained permanently by TIDA as a record of a transaction for an object in the permanent collection.
- e. The object will be photographed and an outgoing Condition Report will be prepared by TIDA staff or consultants. This report will be signed by the borrower upon receipt of the object.
 - i. Once the object is returned, it will once again be photographed and a Condition Report prepared and compared to the outgoing report
- f. TIDA staff “will document the safe return of object(s) and maintain complete, updated records on loans filed by calendar year.”

Code of Ethics

TIDA staff and Board members are bound by the City and County of San Francisco General Services Agency’s Statement of Incompatible Activities (see Appendix X), the Fourth Amended and Fully Restated Bylaws of Treasure Island Development Authority, and the San Francisco Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code). In addition, persons associated with the TIDA collection are expected to adhere to the American Alliance of Museums’ Code of Ethics for Museums ([see Appendix](#))

Glossary

Access: The right, ability, or process of finding or using collection objects and records

Accession: The process and recording through which a museum takes legal ownership of an object or set of objects; an object or set of objects received from a single source at one time

Accession number: A unique numeric or alphanumeric identifier assigned to an accession

Acquisition: The process of taking legal possession of an object through donation, transfer, bequest, or purchase; an object brought into the collection through these means

Archival quality: A description of materials used for housing objects that help preserve or extend the life of the object by protecting them from deterioration; includes acid-free boxes, tissue, and paper and mylar sleeves

Catalog record: An electronic or paper record created during the cataloging process

Cataloging: The process of assigning a unique identifier to an object and creating a structured description documenting the physical and intellectual properties of an object

Collecting organization: An institution that owns, cares for, and uses a set of physical objects held in the public trust

Collection: The group of objects owned by TIDA for the public trust and intended to be held, cared for, and made accessible for the foreseeable future

Collection care: A set of procedures and actions taken to protect a set of objects and their associated information for the long term

Collection management: The processes and procedures associated with the administration and stewardship of a collection, including planning, conservation, care, and documentation

Collection management policy: A written document, approved by the collection's governing authority, that outlines the processes of acquisition, accession, documentation, storage, use, care, and disposal of objects

Collection management system: A structured information system, usually a database, that organizes knowledge about a collection

Conservation: Actions taken to maximize an object's lifespan or minimize its deterioration using techniques that cause minimal change to the object itself (also known as preventative conservation); individual treatments undertaken taken to prevent or delay future deterioration of an object

Copyright: Legal recognition of the intellectual property rights of a creator of a work, including reproduction, distribution, derivative or variant works, and public display; separate from the right of possession

Deaccession: The formal process of removing an accessioned object from a collecting organization's permanent collection

Direct care of objects: Processes and actions undertaken to maintain and preserve objects; can include placing in archival quality housing, documentation, conservation, inventory measures

Disposal: The act of physically removing a deaccessioned object from the collection

Documentation: Evidence of the identification, ownership, condition, history, value, and use of an object, recorded and stored in a permanent manner; the act of creating this evidence

Gift: The voluntary transfer of legal ownership of property without restrictions; also, donation.

Integrated Pest Management (IPM): A holistic approach to preventing, reducing, or eliminating damage from pests, using all appropriate pest management options and control measures

Loan: A temporary transfer of an object from a lender to a borrower; items borrowed by TIDA or from TIDA for exhibition or research purposes

Provenance: The record of the origin, ownership, custody, or location of an object

Records: Information created or received in the initiation, conduct, or completion of an institutional or individual activity that comprises content, context, and structure to provide evidence of the activity; evidence of a transaction

Risk management: A program that includes analysis of probability of damage to a collection, facility, and staff along with planning and implementing appropriate preventative measures and responses

Storage environment: The conditions under which collection objects are stored, including temperature, relative humidity, and light exposure

Title: Right of ownership of personal property; separate from copyright or trademark

Wall-to-wall coverage: Insurance that covers an object on loan from its removal from its original location and housing, through packing, shipping, storage, exhibition, and repacking until the object is returned to its original location and housing

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Appendix

- [CCSF General Services Agency Statement of Incompatible Activities](#)
- [City & County of San Francisco's Office of the Controller Accounting Policies & Procedures](#)
- [American Alliance of Museum's Code of Ethics](#)
- [TIDA Collection Access Policies and Use Guidelines](#)
- [TIDA Collection Care Manual](#)