

Mukwonago Community Library
Grutzmacher Collection Management Policy
Approved June 15, 2023 – Last Reviewed June 15, 2023

The purpose of the Mukwonago Community Library’s (the “Library”) Grutzmacher Collection Management Policy is to establish best practices and guidelines for the preservation, care, management, and use of the Grutzmacher Collection (“the Collection”) and to delegate authority for implementation. This policy shall not replace any Library policy or regulation, nor local, state, or federal law, statute, or regulation under which the Library is legally or ethically bound to operate.

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I. Introduction

A. Background

The Mukwonago Community Library is a municipal public library located in Mukwonago, Wisconsin. It was founded in 1883 when interested residents started a “Library and Reading Room” in the Unitarian and Universalist Church. In 1917, the Library moved to the north wing of the McNulty House. In 1921, the Library moved to the Village Hall (present-day Police Department) and, in 1961, to the McKenzie House on Grand Avenue. In 1995, the Library moved to its current location at 511 Division Street in Mukwonago, between Washington and Park Avenues. The Library underwent a major renovation and expansion that opened to the public in 2011.

Upon his death in 1965, local resident Arthur D. Grutzmacher—a decades-long artifact collector and dealer—willed his “Indian relics, arrowheads and show cases” as well as \$25,000 to the Mukwonago Community Library “to be administered as the Library Board sees fit and proper.” The Collection as a whole has colloquially often been referred to as the “Grutzmacher Collection” for the decades since the gift to the Library. Since 1970, many of the Native American items have been on display at the Red Brick Museum under the care of the Mukwonago Historical and Museum Society (MHMS). Culturally sensitive items remain in secure storage on the Library premises.

Throughout 2021 and 2022, the Library Board of Trustees focused their efforts on investigating the history, status, and legal considerations of the Grutzmacher Collection. During that time, a formal loan agreement was established with MHMS, appropriate insurance was procured, and Bernstein & Associates NAGPRA Consultants was hired to guide the Library through compliance with the Native American Graves Protection and Repatriation Act ([NAGPRA] Pub. L. 101-601§1, Nov. 16, 1990, 104 Stat. 3048; the NAGPRA Regulations 43 CFR Part 10, Dec. 4, 1995 and all subsequent amendments and regulation updates). NAGPRA is a federal law that establishes the rights of Native American Tribes and their lineal descendants to obtain repatriation of certain cultural items including ancestral remains, funerary objects, sacred objects, and objects of cultural patrimony from federal agencies and museums. Under the law, museums are defined as any institution or State or local government agency that receives Federal funds and has possession of or control over Native American cultural items. The Mukwonago Community Library is considered a museum under NAGPRA because it receives federal funds and has control over Native American cultural items. Appendix A of this document outlines the Library’s NAGPRA policy and procedures for complying with the law.

In August 2022, an inventory of every Native American item in the Collection was completed. A definitive collection catalog was produced, and consultation with Native American Tribes helped to determine which items in the Grutzmacher Collection fall under NAGPRA. In October 2022, the Library submitted its NAGPRA Summary to all 347 federally recognized Native American Tribes in the contiguous United States as well as to the National NAGPRA Program, in accordance with the Law.

B. Mission of the Grutzmacher Collection

In 2023, the Mukwonago Community Library Board of Trustees adopted the following mission statement particularly for the Grutzmacher Collection:

To care for and manage the Grutzmacher Collection in accordance with current legal and ethical standards and to cultivate a better understanding of and appreciation for the human story by making the Collection available for exhibit, research, and education.

C. Statement of Respect

The Mukwonago Community Library Board of Trustees recognizes the sovereignty of all federally recognized Native American Tribes. As caretaker of Native American items in the Grutzmacher Collection, the Library Board of Trustees is committed to the legal and ethical principles of NAGPRA.

The Library is actively working with Native American Tribes to identify and repatriate cultural items covered by NAGPRA. The Library Board of Trustees values open communication and respectful relationships with Tribal communities and aims to appropriately preserve Native American cultural items, work with Tribes towards repatriation under NAGPRA, and promote public education about Indigenous groups.

The Library Board of Trustees understands that there is no single Native American culture and that every Tribe has the right to be called by their specific Tribal name. The Library and its representatives will make every effort to refer to a Native American Tribe as they would like to be addressed on an individual basis.

Though the languages of NAGPRA, insurance, and other legal necessities require the use of terms such as “culturally affiliated” and “cultural objects,” the Library Board of Trustees recognizes and respects the people to whom such terms refer are the ancestors of many with whom we are working on these issues. The Library intends no disrespect from the necessary use of legal language.

D. Governance

The Mukwonago Community Library is governed by the Library Board of Trustees through Wis. Stat. § 43.58 and has control of and responsibility for the preservation and protection of the Collection. Subject to state and federal law, the Library Board has the power and duty to determine rules and regulations governing the Library’s operations and services.

- i. The Mukwonago Community Library Board of Trustees consists of eleven (11) members. The President is responsible for appointing committees promptly after the July meeting and shall make recommendations to the Library Board of Trustees.
- ii. The Library Board of Trustees created the Grutzmacher Collection Committee as a standing committee consisting of current members of the Library Board of Trustees. At the direction of the Library Board, the Library Director administers the work of the Grutzmacher Collection Committee. The role of the Committee is to ensure overall care and management of the Collection and advise on specific matters related to the Collection.
- iii. The Grutzmacher Collection Committee is an advisory committee and cannot take action on its own. All recommendations from the Committee will be presented to the full Library Board of Trustees for final approval.

- iv. The Committee is tasked with:
 - a. Annual review of compliance with NAGPRA and any other applicable laws and regulations.
 - b. Annual review of any contracted services, tools, personnel, or other considerations regarding NAGPRA compliance.
 - c. Annual review of any existing loan agreements and as-needed review of any new loan requests.
 - d. Annual review of insurance coverage and investigations into any necessary changes or updates.
 - e. Annual review of collection catalog, appraisals, and other museum standards for proper collection maintenance.
 - f. Annual review of the physical storage and location of all items in the Collection and recommendations for needed changes or updates.
 - g. Annual review of any collaborations or contracts with other individuals or organizations regarding the care and custody of the Collection.
 - h. Review of this policy at least every five years.
 - i. As-needed review and investigations in response to or in anticipation of fiscal, legal, or other considerations that might impact the Collection including deaccessions.
- v. The Library Director recognizes and accepts the responsibility of ensuring the proper care, management, preservation, and use of the Collection under the policies and direction of the Library Board. The Library Director has the authority to appoint staff to assist with day-to-day management of the Collection.

II. Standards of Conduct & Ethics

The Library is committed to upholding the highest standards of professional conduct. The standards of conduct and ethics upheld by the Library are based on the provisions of Chapter 43 of the Wisconsin Statute. The Library Board of Trustees and staff shall uphold and perform their duties in good faith and due diligence. They will carry out their work with honesty and integrity.

A. Personal Gain

The Library Board of Trustees, staff, and volunteers must refrain from personal collecting of Native American items similar in scope to or in competition with those held in the Collection. Care must be taken to assure that no conflict, or appearance of conflict, arises with regard to the Collection. The Board of Trustees, staff, and volunteers must not use their Library affiliation to promote their personal collecting activities. The Collection is not available to any individual for personal use, either on or off the premises, or for any other purpose contrary to the Library and Collection's mission and purpose.

B. Appraisals and Authentications

- i. "Appraisals" are those assessments made regarding the financial value of an object, whether for insurance or fair market value.

- a. The Library Board or Trustees and Library staff may not appraise the Collection.
 - b. The Library Board of Trustees and Library staff will not offer legal or tax advice for its Collection.
 - c. Appraisals must be performed by qualified persons for internal use, such as for insurance evaluations or loans.
- ii. “Authentications” are those statements made that validate the genuine-ness of a given object, based on the expertise of that individual making the statement.
 - a. The identification, authentication, and assessment of the scientific and/or aesthetic quality and conditions of specimens, artifacts, and works of art must be completed by a qualified person.

III. Scope of Collection

The Grutzmacher Collection, under the Library’s care and custody, consists of approximately 12,450 Native American items originating from across the contiguous United States and includes chipped stone artifacts such as finished projectile points, knives, scrapers, drills, and flaking debris; ground stone objects such as bird stones, discoidals, chisels/gouges, grinding stones (metates), gorgets, grooved and ungrooved axes or celts, hammerstones, pendants, pestles, plummets; clay, copper, and glass beads; earthen (clay) pottery vessels and pottery sherds; clay pipes and pendants; and bone and copper implements and adornments. The Collection also consists of 69 Americana items including Civil War era money and medals, family trees, and photographs; and an archive containing Grutzmacher’s own catalogs and drawings.

The Library supports the use of the Collection for exhibition at the Red Brick Museum, public education, and research. These objects and records are held in the public trust for future generations.

IV. Acquisitions and Accessioning

- A. “Acquisitions” are items that are obtained by an institution through gift, donation, bequest, or purchase and involves a legal transfer of ownership to the institution.
 - i. The Library acquired the Grutzmacher Collection in 1965 as a singular collection, at a time when the Library was the only local repository. The Library remains committed to caring for and preserving the Grutzmacher Collection. The Library currently has no plans to acquire additional objects that pertain to the Grutzmacher Collection, and currently has no plans to acquire other museum collections. However, if an opportunity to do so that the Board of Trustees deems appropriate, it shall proceed as laid out in part “B” herein.
- B. “Accessioning” is the process of creating a permanent record of an object, assemblage, or lot received from one source at one time for which the Library has

custody, right, or title, and assigning a unique control number to the object, assembly, or lot.

- i. If, in the future, the Library decides to actively acquire museum objects, the Library Board of Trustees will establish accession criteria, as well as procedures for carrying out accessioning activities, including identifying responsible parties. This policy would be updated accordingly.

V. Deaccessions

"Deaccessioning" is the process used to permanently remove an object from the collection or to document the reasons for an involuntary removal (one required by law or due to circumstances not controlled by the museum). "Disposal" is the official mode of transferal. Deaccessioning, when carried out in an appropriate manner and with thoughtful consideration, is an integral part of responsible collections management. This view is endorsed by the Library Board of Trustees and is based on the ethical codes of professional museum organizations.

A. Deaccessioning Criteria

Only objects accessioned and with clear title held by the Library can be deaccessioned. No object in the Collection shall be deaccessioned unless it meets at least one of the following criteria. Deaccession criteria are ranked in order of importance, 1 being the most important and 7 being the least:

1. The object has been approved for repatriation under the Native American Graves Protection and Repatriation Act (NAGPRA).
2. The Library is instructed to deaccession the object by the owner (e.g., a federal agency that owns archaeological collections from land it manages).
3. Condition renders the object valueless for purposes of research, teaching, and exhibition or presents hazardous conditions that may threaten the stability of the Collection, Library staff and/or visitors, or others who may come in contact with the object.
4. The object lacks authenticity or proper documentation, rendering it valueless for purposes of research, teaching, and exhibition.
5. The object is a duplicate or of inferior quality to another identical or similar objects in the Collection.
6. The object cannot be adequately stored or cared for.
7. The retention of the object would be inconsistent with the Library's current mission and scope of collections.

B. Deaccession Due to Repatriation

An object may be deaccessioned from the Library through repatriation if it is of Native American origin and is claimed by a Native American Tribe with standing under NAGPRA (Pub. L. 101-601§1, Nov. 16, 1990, 104 Stat. 3048; the NAGPRA Regulations 43 CFR Part 10, Dec. 4, 1995 and all subsequent amendments and regulation updates); or other relevant laws (e.g., Wisconsin's Burial Sites Law, Wis. Stats. 157.70). Appendix A establishes NAGPRA procedures. Once a repatriation

request has been formally approved by the Library Board of Trustees and the tribe or requesting party has been notified, the Library Director will initiate formal deaccession procedures prior to transfer and removal.

C. Disposal Methods

- i. Any object that has been selected and approved by the Library Board of Trustees for deaccessioning for reason other than repatriation should be disposed of using the following priority order, with 1 being the most desired and 4 being the least:
 1. Transfer to another appropriate institution. Consideration will be given to placing the object in educational institutions in the region.
 2. Donation. Museums or educational institutions should be contacted regarding the suitability of the items for donation depending on the nature of the items. The Library may donate items to another institution whose mission better serves to care for the object.
 3. Sale. An item may be sold privately or at a public sale or auction. Proceeds of the sale must be used for the direct care of the collections or future acquisitions.
 4. Destruction. If the object cannot be disposed of in any of the methods described above, it shall be destroyed. Destruction is defined as the obliteration of an object or specimen by physical or mechanical means. The Library Board of Trustees, staff, or affiliated parties may not retain any portion of the object. Prior to destruction, the object will be evaluated to ascertain whether it contains any hazardous materials. If any hazardous materials exist, the object will be destroyed in accordance with all federal or state laws and/or environmental health and safety procedures. This disposal method must be both documented and witnessed.
- ii. Deaccessioned objects will not be given or sold privately to employees, members of the governing authorities or their representatives, members of support groups or volunteers.

E. Deaccession and Disposal Procedures

- i. In consultation with community partners, Library staff, and/or experts, the Library Director may identify an object for deaccession and disposal based on the criteria above. If an object is being examined for deaccessioning, these steps must be followed:
 1. The Library Director will alert the Grutzmacher Collection Committee that the object should be considered for deaccessioning.
 2. The Grutzmacher Collection Committee will meet to consider the recommendation as well as all legal and ethical considerations of deaccessioning.

3. If the Committee determines that the object should be deaccessioned, the Committee will make a recommendation to the full Library Board to consider at the next regular meeting.
 4. The Library Board will hear the recommendation and reasoning, then vote on whether the object should be retained or deaccessioned.
- ii. If the proposed deaccession is approved by majority vote of the Library Board of Trustees, the Library Director will:
1. Prepare all required paperwork and clearly document the deaccessioning process and disposal method. Appendix B of this document contains the Deaccession Record Form that must be completed as part of the deaccession process.
 2. Approve and obtain signatory authorization from the Library Board President following approval of the deaccession.
 3. Document the method of disposal, taking into account the reason for deaccessioning.
 4. Update records to reflect the deaccession as appropriate. This includes modifying the inventory/catalog, any accession records, applicable database entries, loan agreements, and monetary values for insurance purposes. Records will not be deleted or removed but maintained intact for future reference (e.g., to document NAGPRA compliance).

VI. Loans

“Loans” are temporary transfers of objects from one institution to another in which there is no transfer of ownership. The Library sends loans for the purposes of exhibition, research, or education.

The Library facilitates outgoing loans for scholarly research, educational or community outreach, and exhibition. The Library does not accept incoming museum collection loans. Loans broaden public access to the Collection and are generally made only to recognized museums or educational, cultural, or scientific institutions and not to individuals. They are not made for commercial or for-profit purposes. All outgoing loans must have associated paperwork that specifies the intended purpose of the loan and beginning and end dates. All outgoing loan requests must be approved by the Library Board of Trustees.

A. Responsible Parties

- i. Any community group, museum, or educational institution may request a loan of objects from the Grutzmacher Collection by contacting the Library Director and following the “Outgoing Loan Procedures” below.
- ii. The Grutzmacher Collection Committee has the responsibility to review the loan request and make a recommendation to the full Library Board on whether the request should be granted.
- iii. The authority to approve an outgoing loan rests solely with the Library Board of Trustees.

- iv. The authority to recall any loan prior to the noted end date rests with Library Board of Trustees.
- v. The Library Board of Trustees reserves the right to deny a loan request for any reason.

B. Criteria for Outgoing Loans

- i. The Library only loans Collection items to public or non-profit cultural, historical, or educational institutions. The Library does not loan objects to individuals.
- ii. All requests for outgoing loans must be brought before and approved by the Library Board of Trustees before any movement of objects will be permitted.
- iii. The Library must have clear title to all items being considered for loan.
- iv. No item shall be loaned unless the borrower guarantees its security during travel and exhibition.
- v. All loans must be for a specified period of time, agreed upon by both parties. The object(s) may be renewed for another specified period if agreed upon by both parties (see Appendix D for a Loan Renewal Form).
- vi. An outgoing loan agreement must accompany each loan.
- vii. In addition to containing a description of the item(s), including its physical condition, the period of the loan, the insured value, and the method of transportation, the agreement may contain other case-specific terms agreed to by the Library and the borrower.
- viii. Loaned objects must be stable enough to withstand travel, shipping and handling, and environmental change. All transportation charges and fees for loan items will be paid for by the borrower unless otherwise agreed upon. Unless otherwise specified, objects will be returned to the Library using the same packing materials provided and using, where practical, the same mode of transportation.
- ix. The borrower will insure all loaned objects at the value stated by the Library against risk of physical loss and/or damage from any external cause whatsoever, whether in transit or upon the borrower's premises. Damage to loaned items, whether in transit or upon the borrower's premises, will be reported to the Library Director within twenty-four (24) hours of the occurrence.
- x. The borrower will not transfer possession, repair, clean, alter, or restore objects it has received on loan without express written approval of the Library Board of Trustees.
- xi. The borrower will assume full responsibility for any loss of or damage to the objects.
- xii. The borrower is permitted to photograph and otherwise reproduce graphically loaned objects for publicity, record-keeping, education, and other noncommercial purposes subject to copyright law. All publicity and publications that include loaned objects must credit the Mukwonago Community Library with the statement "On loan from the Mukwonago Community Library's Grutzmacher Collection". The borrower will provide the Library with a complimentary copy of all publicity announcements and catalogs.

C. Outgoing Loan Procedures

All outgoing loan requests must follow these procedures in order.

1. The borrower requesting the loan must contact the Library Director in writing. The formal written request must indicate:
 - a. the nature of the object(s) requested (catalog numbers, specimen types, etc.).
 - b. the purpose of the loan.
 - c. the proposed start date of the loan.
 - d. any special conditions of the requested use.
 - e. the location of the proposed activity.
2. The Library Director will submit the loan request to the Grutzmacher Collection Committee. The Committee will review the loan request at their next meeting, determining potential legal, ethical, or professional reasons why it should or should not be approved. The Committee will make a recommendation to the Library Board of Trustees via a proposed Outgoing Loan Agreement (Appendix C) with complete terms for consideration at their next regular meeting.
3. The Library Board will hear the recommendation and reasoning, then vote on whether the terms presented in the Outgoing Loan Agreement should be approved or denied.
4. If the Outgoing Loan Agreement is approved by majority vote of the Library Board of Trustees, the Library Director will be responsible for administering the loan. The borrower must agree and adhere to the conditions of the loan, established by the Library Board of Trustees.
5. Copies of the Outgoing Loan Agreement are to be signed by the Library Board President as well as the designated representative from the borrowing institution. Electronic and paper copies of the signed loan paperwork will be filed accordingly.
6. Upon the end date of the loan, the borrower must return all objects in the manner stipulated in the Outgoing Loan Agreement. Under the supervision of the Library Director, the designated Library staff will unpack, inventory, assess condition, and safely reintegrate the objects into the collections and update records accordingly. Upon the successful return of all objects, the Library Board President will sign the paperwork to close out the Outgoing Loan Agreement
7. If the loan has not been returned by the date indicated on the Outgoing Loan Agreement, the Library Director or their designee will contact the borrower to initiate return. The Library Board reserves the right to pursue legal recourse if necessary.
8. If the items are returned in poor, damaged, or otherwise unacceptable condition, the Library Board reserves the right to pursue legal recourse if necessary.

VII. Care of Collections

The purpose of collections care is to preserve individual objects and associated records for the long-term. The goal is to slow the process of deterioration. The Library Director is directly responsible for the day-to-day care of the Collection, but the Library Board of Trustees recognize that collections care is a shared responsibility.

A. Preventative Care

The Library Board of Trustees subscribes to a policy of preventive care for the Collection. “Preventive care” is a facet of conservation that functions to mitigate deterioration and damage of cultural property through the formulation and implementation of holistic policies and procedures. The Library Board of Trustees and Library staff implements preventive care as best they can by providing and maintaining storage facilities and materials, inventorying and surveying the condition of the Collection, and implementing emergency preparedness plans and security procedures to protect against theft.

- i. Environment - The Library has a robust HVAC system that controls for temperature and relative humidity. The Library Director monitors HVAC controls although temperature and relative humidity readings are not regularly recorded and kept on file.
- ii. Storage Facilities and Materials - The Library maintains permanent facilities for the long-term storage of the Collection. Museum quality storage hardware and materials for housing are essential for the long-term preservation of Collection items. When possible, the Library strives to replace non-museum quality furniture and utilize inert, archival materials for manage of the Collection.
- iii. Integrated Pest Management - Integrated pest management is a method of pest control that does not rely on the use of pesticides, but rather works to reduce access and remove the factors that pests require for survival. The Collection storage areas shall be monitored for pest activity. The Library Director will watch for signs of rodent or insect infestations and will mitigate appropriately by the least harmful means possible (i.e., without the use of harsh chemicals).
- iv. Emergency Preparedness - An emergency preparedness plan prepares for and mitigates damage from catastrophic events that endanger people and collections. The Library’s current emergency preparedness plan outlines which items in the Grutzmacher Collection should receive priority in the event of an emergency as well as a contact chain of command. The Library Director has communicated this information to official Village of Mukwonago personnel who have added these details to the Village’s Preparedness Plan. The Library Director will physically identify (e.g., with labels/signs on cabinets) the cabinets in the Grutzmacher Collection that contain the most important items that should be saved first in the event of a disaster.
- v. Security - Security of the Collection is an important aspect of preventive care. The Library Board of Trustees is ultimately responsible for security of the Collection and tasks the Library Director with carrying out security procedures to

ensure the Collection is safe. The Library Director is responsible for monitoring storage areas, authorizing and overseeing collections access and use, and ensuring communication and publicity of the Collection does not compromise the security of the Collection. Key access to storage areas is restricted to persons authorized by the Library Director on a day-to-day basis. Visiting researchers and members of the public are allowed access to the Collection storage areas upon advanced agreement by the Library Board of Trustees. All visitors to the Collection storage area will be supervised during their visit.

B. Conservation

“Conservation” is the profession devoted to the preservation of cultural property for future generations.

- i. Collection items may be treated by professional conservators if damage threatens the physical, biological, or chemical integrity of the item.
- ii. Conservation treatment and restoration shall be undertaken only by professional conservators.

C. Care and Handling

- i. The Library Director, their designee, and others authorized to interact with the Collection agree to abide by the Guidelines for Handling and Using Collections outlined in Appendix E.
- ii. The Library has consulted with Native American Tribal representatives about how culturally sensitive items are stored and cared for. The Library will update its care and handling of culturally sensitive items, as necessary, with Tribal input

VIII. Inventories and Records

An “inventory” is defined as a complete list of items in the Grutzmacher Collection, legally controlled by the Library. A current, reconciled inventory of the Collection is the primary tool for maintaining accountability and providing access to the Collection. Regular, periodic comparisons between inventory records and the physical collections is necessary for prudent collections management.

A. Types of Inventories

The Grutzmacher Collection Committee is responsible for developing a routine of inventorying the Collection and will task the Library Director to carry out the inventory and report back the results. The Library conducts two different types of inventories of the Collection to ensure consistency and accuracy of record keeping.

- i. Random spot-check inventories - The Library Director or their designee will select a random sampling of the Collection to examine. Verification includes but is not limited to the item’s location, description, condition, and completeness of its catalog records. Spot-check inventories shall be conducted every three (3) to five (5) years.

- ii. Complete (wall-to-wall) inventories - The Library Director or their designee will document the location and verify the condition of every object within the Collection. Wall-to-wall inventories shall be conducted every ten (10) years.

B. Missing Objects

While conducting a spot-check or a complete inventory, if an object is not found, the authorized Library staff member conducting the inventory will record this information in all paper and digital registration files and notify the Library Director immediately. A thorough search for the object will take place. The Grutzmacher Collection Committee will be informed at its next meeting and will report this information to the Board of Trustees as appropriate.

C. Records

The Library maintains Collection records and agrees to create them in a timely fashion, house them in secure locations, create duplicate copies for safeguarding (including electronic and paper derivations), and ensures that records are kept regardless if the object that correlates with a particular document is still in the Library's custody.

- i. Records help establish the Library's right to legally retain objects within the Collection.
- ii. Record keeping allows the Library to easily retrieve an object from its location, and documents its condition, history, and legal status, as well as a means to classify and catalog individual objects.

IX. Use of and Access to the Collection

The Library encourages the use of the Collection for exhibition, research, and educational programming through loans and on-site visits. Collection items are available for study based upon reasonable requests. However, the Library must balance access to the Collection with long-term preservation, personnel availability, and compliance with all federal, state, and local regulations. Use must not compromise the physical integrity of the Collection and will follow handling guidelines articulated in this policy.

A. Access to the Collection

Access to the Collection and associated data is available for scholarly, scientific, and educational purposes.

- i. Access to the Collection is by appointment only.
- ii. The Library Board reserves the right to deny access to the Collection for any reason including, but not limited to, the condition of the material, applicable state and federal laws (including copyright), and cultural restrictions.
- iii. The Library allows only non-destructive means of scientific analysis.
- iv. All requests for access must follow these procedures in order:
 - 1. All requests must be submitted to the Library Director in writing on a Request for Access to the Grutzmacher Collection form (Appendix F).

Requests should be made in writing at least six (6) weeks in advance to allow for the approval process. The request should include:

- a. Summary of the requestor's background
 - b. Research interest or proposed use of the Collection
 - c. A list of items they wish to access
 - d. Dates and times they are available for a Collection visit
2. The Library Director will submit the access request to the Grutzmacher Collection Committee. The Committee will review the access request at their next meeting, determining potential legal, ethical, or professional reasons why it should or should not be approved. The Committee will make a recommendation to the Library Board of Trustees for consideration at their next regular meeting.
 3. The Library Board will hear the recommendation and reasoning, then vote on whether the access request should be approved or denied.
 4. If the access request is approved by majority vote of the Library Board of Trustees, the Library Director will be responsible for administering the access.

B. Rights and Reproduction

The Library may provide images of its Collection for research, exhibit, publication, programming, and publicity. When used appropriately, such images serve to share the Collection with a wider audience.

- i. The Library offers researchers the right to take original photography of objects that are not deemed culturally sensitive.
- ii. Availability of images and the option of original photography is subject to the condition of the material, applicable state and federal laws (including copyright), and cultural restrictions.
- iii. Text and image files, audio and video clips, and other content on the Library's website or other virtual publications, are the property of the Library and may be protected by copyright and other restrictions. Copyrights and other proprietary rights in the content and design of the website may also be owned by individuals and entities other than, and in addition to, the Library. The Library expressly prohibits the copying of any protected materials on its website, except for the purposes of fair use as defined in copyright law.
- i. Images (whether taken by the Library, an outside researcher, or a professional photographer) may not be reproduced without specific written permission from the Library. To obtain permission, a requester must follow this procedure in order:
 1. All requests must be submitted to the Library Director in writing on a Rights and Reproduction Request (Appendix G) Requests should be made in writing at least six (6) weeks in advance to allow for the approval process.
 2. The Library Director will submit the rights and reproduction request to the Grutzmacher Collection Committee. The Committee will review the request

at their next meeting, determining potential legal, ethical, or professional reasons why it should or should not be approved. The Committee will make a recommendation to the Library Board of Trustees for consideration at their next regular meeting.

3. The Library Board will hear the recommendation and reasoning, then vote on whether the rights and reproduction request should be approved or denied.
4. If the request is approved by majority vote of the Library Board of Trustees, the Library Director will be responsible for administering it.

X. Insurance and Risk Management

As a department of the Village of Mukwonago, insurance coverage for the Library is provided and managed by R&R Insurance under the Village's insurance policy. The insurance provider requires an up-to-date inventory of all collections owned by the Library.

The Library takes responsibility for the safety of its visitors and personnel. The Library will do the following:

- A. Consider all safety risks to collections both on site and prior to an outgoing loan.
- B. Deaccession items in the Collection that may pose a potential safety risk.
- C. Design exhibits to facilitate the safest possible display of the items.
- D. Provide safety equipment such as nitrile or cotton gloves and surgical masks, to staff and researchers who work with any potentially hazardous collections items.
- E. Safely dispose of any materials found to be hazardous to human health.
- F. Properly house and maintain all items within the Collection.
- G. Regularly monitor the Collection.
- H. Appropriately label and maintain hazardous materials and train designated staff members in handling hazardous materials within the collections.
- I. Adhere to all local requirements for standards of safety and health concerns.

XI. Implementation and Revision

The implementation of this policy is essential to its success. Members of the Library Board of Trustees, the Library Director, and Library staff will be expected to read, understand, and abide by this policy.

The Grutzmacher Collection Management Policy should be reviewed and updated for accuracy at least every five (5) years. The Grutzmacher Collection Committee will conduct a first review and make a recommendation to the Policy Committee. The Policy Committee will then refer the Grutzmacher Collection Management Policy to the Library Board of Trustees for final approval.

Adopted by the Board of Trustees of the Mukwonago Community Library on June 15, 2023

Revision History

November 10, 2022 Policy created

June 15, 2023 Policy rewritten by Driftless Pathways to align with museum standards and include template forms.
Reviewed by Village legal counsel.

Appendix A

Native American Graves Protection and Repatriation Act (NAGPRA) Policy

- I. Introduction
- II. NAGPRA
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I. Introduction

The Mukwonago Community Library (“Library”) is committed to respecting the values and beliefs of the Native American Tribes with ancestral ties to its Grutzmacher Collection and to developing mutually beneficial partnerships and open dialogue with Indigenous groups.

A. Purpose

The purpose of this Policy is to provide guidelines and information to Tribes, Native American lineal descendants, Library Board of Trustees, Library staff, and the general public about the Library’s compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) and management of culturally sensitive items. By establishing guidelines and providing information about how the Library handles repatriation requests, the Library aims to promote mutually productive, cooperative consultations and to consider all repatriation requests equally and impartially.

B. Governance and Authority

- i. The Mukwonago Community Library is governed by the Library Board of Trustees. The Library Board is the only authority to grant requests for repatriation.
- ii. The Grutzmacher Collection Committee is a standing committee of the Library Board and consists of current members of the Library Board of Trustees. The Committee is responsible to considering requests for repatriation, sitting in on consultations with Tribes, and making recommendations and reports to the Library Board. This Committee is advisory and has no decision-making power.
- iii. The Library Director is responsible for sitting in on consultations with Tribes and administering the policies and decisions of the Library Board.

II. NAGPRA

The Native American Graves Protection and Repatriation Act (NAGPRA) (Public Law 101-601, 25 U.S.C. §§3001-3013, 104 Stat. 3048-3058) became law on November 16, 1990. NAGPRA requires Federal agencies and museums that receive federal funds and have possession of, or control over, Native American cultural objects, to repatriate, if formally requested by lineal descendants, federally recognized Indian tribes, and Native Hawaiian organizations cultural items defined as human remains, funerary objects, objects of cultural patrimony, and sacred objects. NAGPRA also requires agencies and museums to consult with Native American Tribes, organizations, and lineal descendants about collections that are or may be culturally affiliated with the Tribes. Implementing regulations, 43 CFR Part 10, were published on December 4, 1995, and have been updated periodically.

A. Definitions of Terms

The following definitions derive from NAGPRA rules and regulations (43 CFR Part 10).

- i. “Lineal descendant” means an individual tracing his or her ancestry directly and without interruption by means of the traditional kinship system of the appropriate Indian tribe or Native Hawaiian organization or by the common law system of descentance to a known Native American individual whose remains, funerary objects, or sacred objects are being claimed (§ 10.2 b(1)).
- ii. “Indian tribe” means any tribe, band, nation or other organized Indian group or community of Indians, including any Alaska Native village or corporation, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (§ 10.2 (2)).
- iii. “Native Hawaiian organization” means any organization that serves and represents the interests of Native Hawaiians, has a primary and stated purpose the provision of services to Native Hawaiians, and has expertise in Native Hawaiian affairs (§ 10.2 (3)(i)).
- iv. “Human remains” means the physical remains of the body of a person of Native American ancestry. The term does not include remains or portions of remains that may reasonably be determined to have been freely given or naturally shed (§ 10.2 (1)).
- v. “Funerary objects” mean items that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains (§ 10.2 (2)).
- vi. “Associated funerary objects” means those funerary objects for which the human remains with which they were placed intentionally are also in the possession or control of a museum or Federal agency (§ 10.2 (2)(i)).
- vii. “Unassociated funerary objects” mean those funerary objects for which the human remains with which they were placed intentionally are not in the possession or control of a museum or Federal agency (§ 10.2 (2)(ii)).
- viii. “Objects of cultural patrimony” means items having ongoing historical, traditional, or cultural importance central to the Indian tribe or Native Hawaiian

organization itself, rather than property owned by an individual tribal or organization member. These objects are of such central importance that they may not be alienated, appropriated, or conveyed by any individual tribal or organization member. Such objects must have been considered inalienable by the culturally affiliated Indian tribe or Native Hawaiian organization at the time the object was separated from the group (§ 10.2 (4)).

- ix. “Sacred objects” mean items that are specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions by their present-day adherents (§ 10.2 (3)).
- x. “Museum” means any institution or State or local government agency (including any institution of higher learning) that receives Federal funds and has possession of, or control over, Native American cultural items. Such term does not include the Smithsonian Institution or any other Federal agency (§ 10.2 (8)).

B. NAGPRA Collections Summaries

NAGPRA requires museums and federal agencies to have completed Summaries of Native American sacred objects, objects of cultural patrimony, and unassociated funerary objects by November 16, 1993. As a matter of transparency, the Library created a complete listing of all Native American items in the Grutzmacher Collection. The Library submitted this catalog and the NAGPRA Summary of potential sacred objects, objects of cultural patrimony, and unassociated funerary objects in October of 2022 to all 347 federally recognized Indian Tribes in the contiguous United States as well as to the National NAGPRA Program.

C. NAGPRA Collections Inventories

NAGPRA requires museums and federal agencies to have completed Inventories of culturally affiliated Native American human remains and associated funerary objects and culturally unidentifiable human remains and associated funerary objects by November 16, 1995. The Library does not have ancestral human remains or associated funerary objects in its custody or control and has therefore never submitted a NAGPRA Inventory.

D. NAGPRA Consultation Process

Communication and collaboration with Native American Tribes is essential to the repatriation process.

- i. The Library’s NAGPRA Summary letters notified federally recognized Indian Tribes that the Library controls cultural objects that may be affiliated with their Tribal group and provided the Library’s contact information.
- ii. The Library, working with Bernstein and Associates NAGPRA Consultants, formally documented and continues to document consultations.
- iii. The Library Director organizes and manages NAGPRA files and related documentation.
- iv. The Library Board of Trustees and Director worked with Bernstein and Associates to assist in the identification of consultation contacts.

- v. The Library encourages and welcomes consultation and will supply the Summary, itemized list, and catalog images when requested.
- vi. Continuing consultation, which may include Tribal access to museum records and reports, photography of specific items if requested by the Tribe, and on-site visits to view and examine collections—provide Tribal representatives with information necessary to make decisions about potential repatriations, to prepare formal repatriation requests, and to share information about the collections with the Library when appropriate.
- vii. The Library supports Tribal efforts to secure National Park Service consultation grants and may supply letters of support to accompany tribal grant applications.
- viii. With advance notice, Tribal representatives are welcome to visit and examine the Collection items associated with their Tribe or region. Tribal visitors are welcome to photograph or videotape collection items, if they feel it is appropriate, to allow wider distribution of information among Tribal members. An application form is required only if images will be published or commercially distributed as specified in the Library’s Rights and Reproduction Form.

III. Repatriation

A. Repatriation Requests

- i. Formal requests for repatriation can be made by lineal descendants and federally recognized Indian Tribes, with delegated authority from a Tribal chairperson or a Tribal council resolution to conduct repatriation negotiations.
- ii. Lineal descendants may request unassociated funerary, objects from the graves of known individuals, and sacred objects personally owned by lineal ancestors. Requests from lineal descendants need not come from delegated tribal authorities or from federally recognized tribes.
- iii. Tribes may request unassociated funerary objects from graves of unknown individuals, objects of cultural patrimony, and sacred objects not linked to known individuals.
- iv. For sacred objects, objects of cultural patrimony, and unassociated funerary objects the Library must lack right of possession for each item requested. “Right of possession” means possession obtained with the voluntary consent of an individual or group that had authority of alienation. The original acquisition of a Native American unassociated funerary object, sacred object or object of cultural patrimony from an Indian tribe or Native Hawaiian organization with the voluntary consent of an individual or group with authority to alienate such object is deemed to give right of possession of that object (§ 10.10 (2)).
- v. Formal repatriation requests should be addressed to the Library Director. Formal repatriation requests should include a list of catalog numbers of objects being requested. Blanket requests for categories of objects will not be recognized as formal requests. Formal repatriation requests must demonstrate the following, as stipulated in the law:

1. Claimant has standing to make a claim. Claimant is either a lineal descendant or has authority delegated from a Tribal chairperson or Tribal council resolution to make repatriation claims. A copy of this authorization must be included in the repatriation request.
2. Assignment of listed objects to one or more statutory categories under NAGPRA. Definitions of statutory categories should be considered carefully and addressed fully in the repatriation request.
3. Evidence of cultural affiliation. Cultural affiliation must be established for each item requested. For requests from lineal descendants, information on appropriate genealogical links should be included.
- vi. Information used to support any of the above requirements of a formal repatriation request to the Library may include oral traditions, histories, linguistic evidence, archaeological evidence, and other evidence.
- vii. The Library may request additional information during the review process to clarify points made in the request.
- viii. At any point during the consultation process, Native American Tribes may request additional information from the Library.
- ix. The responsibility to provide evidence supporting repatriation claims rests with the Tribes and lineal descendants.

B. Repatriation Request Review Process

- i. The Library will carefully evaluate all repatriation requests expeditiously and use due diligence to ensure that they are acted upon in an informed and timely manner. The Library has ninety (90) days from the date the formal completed repatriation request is received to make a repatriation decision.
- ii. The Library recognizes that NAGPRA does not prohibit repatriation of objects for which the Library has right of possession (43 CFR Part 10.10 (c)(3)).
- iii. All requests for repatriation must follow these procedures in order.
 1. The Library Director will acknowledge receipt in writing of a complete repatriation request to the requesting Tribe.
 2. The Library Director will submit request for repatriation to the Grutzmacher Collection Committee. The Committee will review the request at their next meeting to determine if the cultural object(s) meet the NAGPRA definition of the statutory category to which they were assigned, if the claimant is a lineal descendant or the Indian Tribe has established cultural affiliation, whether the Library has right of possession, and whether the request is supported by a preponderance of evidence. Published and archival works, other Library staff and Board members, and experts may be called upon if necessary to evaluate the claim. The Committee will make a recommendation to the Library Board of Trustees for consideration at their next regular meeting.
 3. The Library Board will hear the recommendation and reasoning, then vote on whether they approve or deny the request for repatriation.
 4. If the request for repatriation is approved by majority vote of the Library Board of Trustees, the Library Board President will be given the power to sign

all documentation necessary and the Library Director will be responsible for administering the repatriation. Including:

- a. Submitting a Notice of Intent to Repatriate to the National NAGPRA office. The Indian Tribe or lineal descendant may take control of the item(s) 31 days from the date of publication in the Federal Register.
 - b. Drafting a letter of transfer of control to the Indian Tribe or lineal descendant.
 - c. Drafting a care and trust agreement until the object can be physically reclaimed.
5. If the Library Board of Trustees deems the request to be incomplete, the Library Director will return the request with a statement explaining which necessary information is lacking.

C. Repatriation Procedures

Once a repatriation request has been formally approved and the lineal descendant, Indian Tribe, or requesting party notified, the Library will begin the formal process of deaccession.

- i. The Library Director will document the item(s) to be repatriated. Documentation includes a physical examination and description of the items and drawings and/or photographs in order to preserve a record of the object as it existed in the Grutzmacher Collection.
- ii. Unless otherwise agreed upon and documented in a formal agreement, repatriated material will be returned in the condition in which the Library has stored and cared for it, and no conservation treatments, repairs, or cleaning will be conducted unless mutually agreed upon in a written document by the Library and the Tribe or lineal descendant.
- iii. Unless otherwise agreed upon and documented in a formal agreement, the physical repatriation should occur within one (1) calendar year after the publication of the Notice in the Federal Register.
- iv. Repatriated objects can be received by authorized Tribal representatives or lineal descendants.
- v. All arrangements for the actual transfer of objects will be coordinated by the Library Director. The Library strives to work with Tribes to ensure that appropriate arrangements to physically move or ship repatriated material are made in consultation with the tribe or lineal descendant.
- vi. The Library will provide copies of documentation resulting from repatriation at no expense to requesting Tribes.
- vii. The Library supports Tribal efforts to secure National Park Service NAGPRA grants to offset the cost of physical repatriation and may supply letters of support to accompany Tribal grant applications.

D. Exceptions to Repatriation

Requirements for repatriation do not apply in the following situations (43 CFR Part 10.10(c)):

- i. Where the cultural items are indispensable to the completion of a specific scientific study, the outcome of which is of major benefit to the United States.
- ii. Where there are multiple requests for repatriation and the Library cannot determine by a preponderance of the evidence which is the most appropriate claimant.
- iii. Where a court of competent jurisdiction had determined that the repatriation would result in a taking of property without just compensation within the meaning of the Fifth Amendment of the Constitution.

E. Competing Claims

If the Library receives a counterclaim repatriation request from a Tribe or lineal descendant other than the one who submitted the original claim, the Grutzmacher Collection Committee will undertake a review of the competing claims. The Library Board of Trustees will review competing claims expeditiously and with due diligence.

- i. If the competing claim identifies the object under the same statutory category, the competing claims will be referred to the Federal Advisory Review Committee established under NAGPRA for a decision.
- ii. If the competing claims are essentially different, the Library will make a decision based on the information provided in the formal requests.
- iii. If one or more of the competing claims are to be repatriated, the Library will notify both parties and ask them to discuss the matter and try to determine whether one party will withdraw its claim or whether the parties can develop a joint-ownership arrangement between themselves or the Library.
- iv. If the matter cannot be resolved, the Library will refer the claims to the Federal Advisory Review Committee established under NAGPRA.

F. Contamination of Repatriated Items

Effective since January 3, 1996, museums and Federal agencies are required to inform recipients of repatriated items of any known treatment with pesticide, preservatives, or other substances that represent a potential hazard to the object or person handling the object (43 CFR Part 10.10 (e)). The Library has no knowledge that any potentially harmful substances were used to prevent deterioration of objects while in its care. However, if the Library receives a request from a lineal descendant or Indian tribes to perform a test on an object(s) that it has agreed to repatriate to ascertain if any substances were used, the Library may engage the services of a consultant to identify substances and the risk to the repatriating lineal descendant or Indian tribe.

IV. Collaborative Relationships: Memoranda of Agreement or Understanding

As an alternative to the physical return of repatriated objects, the Library may develop other relationships including memoranda of agreement or understanding and loans which assure Tribes and the Library mutual access to collections. Memoranda of understanding or agreement and loans can be beneficial to both parties and serve the long-term collections care needs of the objects concerned.

Memoranda of agreement or understanding can be developed on a case-by-case basis to facilitate access to an object or set of objects which a Tribe believes may ultimately be repatriated, but for which they cannot yet accept full responsibility. Under these circumstances, objects may be physically held in trust by the Library and covered under Library insurance while the tribe maintains ongoing rights and interests in the items. Under such situations, tribes can limit particular types of research, exhibition loans, or the publication of photographs of the agreed upon set of items.

V. Policy on Culturally Sensitive Materials

The Library recognizes that it may hold cultural objects that are significant to Native American communities and other originating communities and cultures to which it may not hold rightful ownership or rightful access to intellectual property rights, which may have been unrightfully removed from its place of origin, or which may be needed by religious leaders for the performance of present-day, ongoing religious ceremonies. Financial and staff resources permitting, the Library will:

- i. Enter into discussions with Native American communities and other originating communities and cultures as to the proper care, display, access to, and storage of sensitive materials.
- ii. Within the constraints of financial resources and adherence to its mission, implement restrictions about the proper care, display, access to, and storage of sensitive materials.
- iii. Refrain from releasing photographs or allow new images to be made of any object for publication purposes that is the subject of a repatriation request under consideration at that time without the permission of the lineal descendant or Indian Tribe concerned.
- iv. Not allow research or loan of any object that is the subject of a repatriation request or an item that has been approved for repatriation without the permission of the lineal descendant or Indian tribe concerned.

VI. Legal Counsel

The Library reserves the right to seek and obtain legal counsel regarding repatriation or culturally sensitive material.

Appendix B

Deaccession Record

Deaccession Request initiated by: _____ Date: _____

The object(s) listed below are recommended for deaccession

Catalog #	Description

Are more items listed on a separate sheet attached? Yes No

Is the object(s) free of restrictions that would prohibit deaccessioning? Yes No

If no, explain: _____

Reason for deaccession (check one)

- approved for repatriation on _____
- duplicate/inferior object
- inconsistent with mission
- deteriorated/health hazard
- cannot be adequately care for
- other (specify): _____

Attach a detailed narrative that further justifies the reason for the proposed deaccession. Include additional documentation that clearly supports the proposed deaccession (e.g., repatriation request, consultation documentation, expert review of collection).

Proposed Method(s) of Disposition

- transfer to another institution/organization
- sale
- exchange/donation
- destruction

Attach a detailed narrative that further details and justifies the disposition method. Include additional paperwork that clearly documents disposition (e.g., transfer of control/custody agreements for repatriation).

Library Board President Name _____

Signature _____ Date _____

Library Director Name _____

Signature _____ Date _____

Appendix C

Outgoing Loan Agreement

The following object(s) from the Mukwonago Community Library's (MCL) Grutzmacher Collection listed on the attached inventory are loaned to:

Borrowing Institution: _____

Address: _____

Representative's Name: _____

Telephone: _____ **Email:** _____

Evaluation for Insurance Purposes: \$ _____

Insured By: _____

Purpose of the Loan (check one):

research

instruction

exhibition

other (specify):

Briefly Describe the Purpose of the Loan: _____

Duration of the Loan (dates): From _____ To _____

Indicate which items are attached to this Outgoing Loan Agreement:

Loan Inventory

Condition Report

Other (specify):

This Outgoing Loan Agreement has been approved by the Library Board of Trustees in a majority vote on this date: _____

Library Board President Name _____

Signature _____ **Date** _____

The Borrower accepts the terms of the terms and conditions of this agreement.

Borrower Representative Name _____

Signature _____ **Date** _____

Procedures of the Outgoing Loan Agreement

1. Items are released

The items described herein are loaned by the MCL to the borrower named above. These items have been securely packed and are released for transportation.

Library Director Name _____
Signature _____ **Date** _____

2. Items are transported

The items described above have been received by the person responsible for bringing the items to the borrowing institution. The terms of the loan listed on page 2 of this form are hereby accepted by the transporter named below:

Borrower Representative Name _____
Signature _____ **Date** _____

3. Items are received

The items listed have been received in the condition described on page 2, and the terms of the loan are hereby accepted by the chief administrative officer of the borrowing institution:

Borrower Representative Name _____
Signature _____ **Date** _____

4. Items are returned

The items listed on page 2 of this form (or in a separate attachment) have been returned to the MCL.

Library Director Name _____
Signature _____ **Date** _____

Borrower Representative Name _____
Signature _____ **Date** _____

5. Items are received and the loan is terminated

The items listed in the attached inventory have been received in the condition described, thus terminating the loan agreement between the MCL and the borrowing institution. This termination is authorized by:

Library Director Name _____
Signature _____ **Date** _____

Conditions Governing the Loan of the Mukwonago Community Library's Grutzmacher Collection

Care, Preservation, and Exhibition

1. Except as otherwise provided in this agreement, it is understood that the Mukwonago Community Library (hereafter MCL) retains all other rights with respect to the loaned items. The Borrower shall take no other action with respect to the items without the prior written consent of the Lender, unless otherwise authorized by this agreement.
2. The Borrower will give borrowed items the same care as it does comparable property of its own. Borrower shall take reasonable precautions to protect items from fire, theft, loss, mishandling, dirt, insect, and extremes of light, temperature, and humidity while in its possession.
3. It is understood by the MCL and the Borrower that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.
4. Items covered by this loan agreement shall remain in the condition described in the attached paperwork. They shall not be cleaned, retouched, repaired, or otherwise altered without written permission from MCL Director.
5. Any damage to loaned items, whether received in transit or on the premises of the Borrower, shall be reported immediately and in writing to the MCL Director.
6. The MCL Board of Trustees or its delegate may request to view the items cover by this loan agreement provided they give the Borrower ten (10) days' written notice and the Borrower can arrange for a volunteer to assist.
7. The Borrower may photograph or scan the loaned items for education, research, catalog, or recording purposes, but such photographs or scans may not be reproduced in any publication for sale, except in an exhibit catalog, without written permission of MCL Board of Trustees. The public may take photographs using non-flash photography for non-commercial purposes.
8. Loaned items shall be properly identified, catalogued, and credited as belonging to the MCL when on exhibition, reproduced in publications, or used for publicity using the following credit line: "Item(s) on loan from the Mukwonago Community Library's Grutzmacher Collection."
9. The cost of special storage containers or mountings for exhibition, security, and/or any other incidental costs created by the loan shall be paid by the Borrower
10. It is understood that the loaned items will remain on the premises of the Borrower for the duration of the loan and cannot be removed from the premises without the written permission and approval of the full vote of the MCL Board of Trustees.
11. The MCL retains the right to determine how items can be used. The Borrower must contact the MCL Library Director prior to making any changes to the method(s) and way(s) in which items are used than otherwise specified herein.

Packing and Transportation

1. Packing and transportation shall be by safe methods approved in advance by the MCL.
2. The cost of packing and transporting the loaned items shall be the responsibility of Borrower.

Insurance

1. The cost of insurance, special communications, security provisions, special packing or mountings for exhibition, and/or any other incidental costs created by the loan shall be paid by the Borrowing institution.
2. The Borrower shall provide a certificate of insurance demonstrating adequate property loss coverage insuring the borrowed portions of the Collection against all perils, in an adequate amount to cover the value of the borrowed portion of the Collection. The Borrower is also required to have the Library named as an additional insured on said policy.

Return/Extension/Cancellation

1. Loan objects must be returned to the MCL in satisfactory condition by the stated termination date. Unless otherwise agreed in writing, the loan terminates on the date specified on the first page of this agreement.
2. Loan extensions must be clearly documented with a Loan Renewal Form and agreed to by both parties.
3. When returning loaned items, the Borrower shall pack the items exactly as they were packed when received, using the same packing materials and containers. Any changes must be authorized in advance by Library Director. Borrowers shall be billed for the cost of the original packing materials if the items are returned in anything other than the original materials unless changes were authorized in advance by Library Director.
4. At the end of the loan period specified on the first page of this agreement, all loaned items will be returned to the Lender of record at the address of record. Upon receipt, the Lender shall review the condition of the returned items and acknowledge that the items have been received in the condition described, thus terminating the loan agreement between the MCL and the Borrower. A copy of the completed loan paperwork will be provided to the Borrower.
5. If the Lender finds that the returned items are not in satisfactory condition, the MCL must provide the Borrower written notice of damage to the returned items.
6. The MCL or its agent shall notify the Borrower in writing if there is any change of ownership of the items specified in this loan agreement or if there is a change in the MCL's identity or address. The Borrower reserves the right to require proof of title if there is a change in ownership of items. The Lender is responsible for paying the increased cost of delivery due to an address change.
7. Copies of basic object/archive inventories, reports, publications, or other documents that are a product of researching the loaned objects should be provided by the Borrower upon termination of this agreement.
8. The Library may cancel this Agreement for cause at any time if it feels that the Borrower is not properly handling the Collection materials in the manner proscribed herein. For cancellation not based upon "cause," the Library may cancel on 30 days notice. The Borrower may cancel on 30 days written notice.

Appendix D

Loan Renewal Agreement

The object(s) in the attached list, which are currently on loan to the Borrower listed below, are approved for an extension of the original loan period. An updated condition report must accompany this loan renewal and is attached herein.

Borrowing Institution: _____

Address: _____

Representative's Name: _____

Telephone: _____ **Email:** _____

Original loan period (dates): From _____ To _____

Documentation that must be attached to this Loan Renewal Agreement:

___ Loan Inventory ___ Updated Condition Report conducted on _____

Purpose of the original loan: _____

Purpose of extension: _____

Loan extension dates: From _____ To _____

This Loan Renewal Agreement has been approved by the Library Board of Trustees in a majority vote on this date: _____

Library Board President Name _____

Signature _____ **Date** _____

I have read and understand the conditions and agree to abide by the original loan terms.

Borrower Representative Name _____

Signature _____ **Date** _____

Appendix E

Guidelines for Handling and Using the Grutzmacher Collection

Proper object handling and careful movement of items in the Grutzmacher Collection is an integral part of preventive conservation. When items are moved, they are at an increased the risk of damage and loss. The less museum items are handled, the better.

Before you move any items in the Grutzmacher Collection, know and follow the following procedures to help reduce the risk of damage. Plan before handling or moving any items. Think through your plan so that you lift and move items properly. With advanced planning, you can keep movement of items to a minimum.

1. Wear gloves when handling items or work with clean, dry hands, depending on the material.
2. Only handle items when necessary.
3. If you are going to handle an item, gently hold it by its most stable or solid component. Never pick up an item by its handle, rim, or projecting part.
4. If an item has two parts (e.g., a teapot and a lid), move each part separately.
5. Use both hands to support items.
6. Stop and think before handling an item. If you intend to move the item, plan a route and clear a path before moving. Know where the item is going to go. Consider how you will pick it up and what parts of it you will handle.
7. Use a cart and supporting trays or boxes to transport items long distances.
8. Do not hurry.
9. Do not smoke, eat, or drink in the Grutzmacher Collection area.
10. Use only pencil to document (no pens or sharp items).
11. Handle each item as though it were irreplaceable.
12. If an item is heavy or extremely delicate to handle on your own, request assistance to move it.
13. If a mishap occurs, report damage immediately to the Library Director, who will document the damage.
14. Ask the Library Director prior to handling any items that are marked as culturally sensitive.

I have read and will comply with the procedures and conditions listed above.

Your Name _____

Signature _____ Date _____

Appendix F

Request for Access to the Grutzmacher Collection

Instructions: Complete all applicable areas and submit this form and any other requested materials to the Mukwonago Community Library Director. Read all conditions on the back of this form before signing.

Person Requesting Access: _____ **Date:** _____

Address: _____

Telephone: _____ **Email:** _____

Describe as explicitly as possible the Grutzmacher Collection items you wish to access.

Type of Access Requested (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> examine items | <input type="checkbox"/> photography for research |
| <input type="checkbox"/> examine documentation | <input type="checkbox"/> photography for other purposes |
| <input type="checkbox"/> photocopy documentation | <input type="checkbox"/> other (specify): |

Requested Date(s) of Access: _____

Amount of Time Required: _____

Reason for Request (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> publication | <input type="checkbox"/> independent research |
| <input type="checkbox"/> student research/class project | <input type="checkbox"/> identification/comparison |
| <input type="checkbox"/> local history or family relationship | <input type="checkbox"/> other (specify): |

Do Not Write Below This Line - For Internal Use Only

Date of Library Board Action: _____ **Approved** **Denied**

Library Board President Name _____

Signature _____ **Date** _____

Associated Forms Needed: Guidelines for Handling and Using Collections
 Other (specify): _____

Policies Governing Access to the Grutzmacher Collection

Collection Access

Requests for access should be made at least six (6) weeks in advance of an on-site visit. A written description of the proposed project must be submitted along with this application to the Library Director who will bring the request for a vote to Library Board of Trustees.

Applications for access should address the following criterion.

1. The applicant's request shall be for access to a particular item or group of items.
2. The request must identify item(s) and records for which the applicant is seeking access; preferred dates the applicant wishes to access the collection; and the length of time required to complete his/her research.
3. When requested, the applicant will submit additional information outlining the research or project in more detail.

Conditions Governing Access to the Grutzmacher Collection

1. If granted access, the applicant agrees to abide by the MCL's Grutzmacher Collection Management Policy and Guidelines for Handling and Using the Grutzmacher Collection.
2. The applicant agrees to provide full acknowledgement of the MCL in any publication, report, film, photograph, etc., which utilizes material or information derived from any use of the Grutzmacher Collection.
3. The applicant agrees to provide the MCL with copies of basic collection inventories, drawings, etc. that are a product of researching the Grutzmacher Collection.
4. Upon completion of the research or project, a copy of any report resulting from the research shall be filed with the MCL Library Director.
5. All catalog, accession, and archival records that are the property of the MCL shall be treated as public information unless the data are excluded under state and federal freedom of information acts, state and federal antiquities laws, or copyright.
6. No researcher is permitted to, in any way, alter items or documents without written permission of the MCL. This includes conservation, cleaning, casting, or sampling for testing.
7. Prior written permission is required before photographs are taken and, in the case of commercial projects, are subject to publication fees. These fees must be negotiated with the MCL before photography occurs. Permission to photograph items does not imply permission to publish or reproduce such materials. Requests for permission to publish or reproduce must be submitted in writing and approved by the MCL.

I have read and will comply with the terms and conditions set forth and outlined herein.

Requester's Name _____

Signature _____ **Date** _____

Appendix G

Rights and Reproduction Request

Name of Requester: _____ **Date:** _____

Address: _____

Telephone: _____ **Email:** _____

Permission is requested to photograph/reproduce the materials listed below.

Catalog #	Description

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