



# Minnesota State Academies Board

Thursday, April 1, 2021 at 2:00 PM

MSAB Site Council

Electronic Means

615 Olof Hanson Drive

Faribault, MN 55021

Meeting ID: 889 7688 3412

Passcode: cjE9Uf

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3. Reports
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    2. COVID update
    3. Legislative Update
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    1. Statewide testing
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  - C. MSA Director of Communications
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  - B. Committee Selection
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  - A. History Committee Report
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INDIVIDUALS WHO REQUIRE ACCOMMODATIONS  
SHOULD CONTACT LOLA BRAND  
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## **Minutes of MSAB Site Council**

The meeting of the Minnesota State Academy for the Blind Site Council was held on Thursday, March 4, 2021, beginning at 2:00 p.m. via Zoom.

Members Present: Chair David Tanner, Vice Chair Sheila Koenig, Superintendent Terry Wilding, Director John Davis, Rian Copeland, Jeffrey Peterson, Michele Baldeshwiler, Abby Winters, Tim Aune, Tori Andres, Scott Berglund.

Co-Officio Member: Special Ed Director Brittany Thomforde, Communications Director Kim Barron.

Members Absent: Jessica McBurnett, Jenny Pelletier.

### **1. Welcome and Roll Call**

### **2. Approval of Previous Meeting Minutes**

Motion made by Crystal Bauer, seconded by Abby Winters to approve the February 4, 2021 MSAB Site Council meeting minutes. Motioned was carried with all in favor.

### **3. Reports**

#### **A. Superintendent's Report**

- Strategic Plan – various stakeholders met to review our plan and make sure we are making progress and planning adequately for the next two years. Will be giving a summary of the discussions, as well as what we have proposed to do for the next few years. Looking for feedback from site council members. Our strategic areas of focus include:
  1. School Climate – to improve communication, support students, and develop training for staff.
  2. Student Life – provide a wide range of quality programming and activities, training and support, as well as maximizing the use of resources and services between both campuses.
  3. Instruction and Assessment – system set in place to support and collaborate between both campuses, high quality instruction and curriculum are matching what our guiding beliefs are.
  4. State Wide Disability – develop resources for school districts and families to support students statewide, all Minnesota schools will recognize MSA as an educational option.
  5. Transition – we want to support students in their development to meet their transitional goals through classes, resources, and work experience as well as networking.

- Next week after the forum and survey are completed, the steering committee will meet and finalize action steps, which will be shared at the end of the month.
- Next month we will discuss committees, as well as which committee site council members will be on.
- Back in January, Governor Walz announced a budget proposal. We asked for four different increases. We did receive one increase in our running budget, the first year we get \$252,000 and the second year will be \$516,000. The house committee introduced a funding bill and that bill does include our budget as well, the house will follow the Governor's recommendation with those same numbers. Still waiting on Senate proposal.
- Would like to welcome our new IT Technician, Greg Naumann. He is currently working part time and will be supporting both schools. If you do have tech issues, please contact the "Help Desk". We also will be providing tech coaches, who will be supporting teachers and staff with technology needs.

#### B. MSAB Director

- March 12 – parent and teacher conferences.
- Started goalball on campus. We will begin track later in the spring, will compete with other schools for the blind virtually, this will involve doing the timing at the school and submitting virtually.
- April is testing month. We will be doing our statewide testing, which includes the MCA, MTAS, as well as the ACT on April 17.
- Scott Berglund was nominated for Teacher of the week and was recognized by KS95. Congrats to Scott.
- World's Best Workforce Report was given. The WBWF has five components:
  1. All students ready for Kindergarten – the goal is for MSA to continue to assess all new early childhood students at their enrollment into the Academies as a data point to ensure students are making age-appropriate growth.
  2. All students in third grade achieving grade-level literacy – our proposed goal is for 80% of MSA students in the 3rd grade will score a 188 RIT on their Spring NWEA-MAP reading assessment.
  3. Close the achievement gaps among all groups - MSA will look at all students' standardized tests, IEP goal/objective completion and increase IEP testing accommodations on an individual basis to all access to state and district tests.

4. Career and college readiness – our goal for last year goal was 75% of MSA transition-aged students will meet their IEP goals/objectives in the area of transition planning. The results were 18.7% met goal, and 68.3% had adequate process being made, and 13% had insufficient progress. Goal was not met. Our proposed goal is 80% completion rate of transition related goals/objectives at a meet or adequate process being made.
5. All students graduate – our goal for last year, of the twelve students that graduated during the spring of 2020, seven met the state HS graduation requirements and five graduated on an IEP. Goal was met. The proposed goal is to continue to have a 100% graduation rate, including establishing progress monitoring for students who attend our Academic Plus (18-21) programming.

C. Director of Communication

- Been focusing on strategic planning, website and developing the application. Going slow but making progress.
- Buying promotion items such as water bottles with our logo as well as the Gopher and Trojan logo.

D. MSA Board Representative from MSAB Site Council

No report given.

E. Student Body Government

- Our annual fundraiser, “Pennies for Patients”, will be online this year from March 22-April 2. A link will be sent out for donations.
- Award ceremony will be online on our website and social media at the end of this year.

F. Wellness Committee

No report given.

G. Site Council Chair

For next month’s meeting, think about naming a chair and committee to discuss and come up with some recommendations for homecoming.

**4. Old Business**

- Continued homecoming discussion. Homecoming dates are set for September 20-24.
- Key areas for the week include:

1. School spirit week, student council will oversee.
2. Goalball tournament between students, staff and alumni, followed by an alumni meeting, which will include a picnic lunch.
3. Activities prior to Friday – possibilities such as decorating, root beer floats, and motivational speaker.
4. Parent group, to help organize some events for the students, as well as outside volunteers.
5. Tentative budget – 60 guests on campus. Once details are finalized, more information will be provided.

**5. New Business**

No report given.

**6. Committee Work**

No report given.

**7. Announcements**

No report given.

**8. Adjourn**

- A motion made by Crystal Bauer, seconded by Michele Baldeshwiler to adjourn the MSAB Site Council meeting. The motion was carried with all in favor.
- The MSAB Site Council will meet on April 1, 2021 at 2:00 pm.

# **Minnesota State Academies for the Deaf and the Blind**

## **Strategic Mid-Plan Review**

February 2021

In 2018, our staff, students, parents, alumni and stakeholders, along with the support of the MSA governing board, came together to develop the MSA 2018-2023 Strategic Plan. This was done through hosting many meetings, community town halls, and surveys to gather as much feedback as possible from many people and groups. This document is the result of this work, and it lists our 5-year goals (2018-2023).

In January and February of 2021, representatives from various stakeholder groups met again to do a mid-plan review of the work we've done so far, to make sure we have made some progress, and to figure out what actions we should take going forward until 2023. This report is a summary of what we've accomplished since 2018, and what our next steps should be.

Below is a quick overview of our strategic goal areas. If you would like more details and/or to see the full 2018-2023 Strategic Plan document, please go to our website ([www.msa.state.mn.us](http://www.msa.state.mn.us)).

### **Mission**

MSA provides a rigorous, student-centered educational program in a fully accessible, language-rich environment to maximize each student's full potential. Additionally, MSA provides statewide resources and professional expertise to parents, families, partners, and educational programs in Minnesota.

### **Vision**

MSA empowers every student to achieve, care, and thrive in an ever-changing world.

### **Strategic Areas of Focus**

1. School Climate
2. Student Life
3. Instruction & Assessment
4. Statewide Visibility
5. Transition

## School Climate

### 5-Year Goal Summary:

MSA will make sure that...

- All communications are timely, consistent and effective
- An effective student support system is in place
- Our staff get training and support related to their jobs

### What We've Done:

- Increased the amount of communications (weekly update emails sent out to more than 500 people, weekly wellness tips sent out to students, staff, families and community, hosted open meetings for MSA community on Zoom)
- Shared regular superintendent updates on YouTube
- Hosted many events, including Family Immersion Weekend, to share information and resources
- Increased time and opportunities for staff training, including online training
- Made sure all of our communications are accessible to everyone
- Started offering virtual (Zoom) Parent-Teacher conferences
- Developing a mobile app for both campuses
- Security corridor approved by legislators
- Suicide prevention procedures created and support given to staff to detect possible suicidal behavior or unsafe environments during Distance Learning
- Expanded our Positive Behavior Interventions and Support (PBIS) program (2nd year)
- Student groups now have direct communication with MSAD and MSAB directors

### Suggested Action Items:

- More opportunities for both MSAD and MSAB to socialize with each other and host events together
- More opportunities for middle and high school students to socialize
- Include anti-bias, anti-racism, and diversity awareness in our plan and make sure it is clear, understandable and accessible for all
- More surveys sent out and compare results with past surveys to make sure we are on the right track
- Involve students more in decision-making for events and activities
- More videos and updates from superintendent, with more spotlights on our programs, services, and staff
- Continue with open forums/meetings for staff after COVID-19
- Make better use of our mass communications system
- Start looking at possibly adding text messages as another way of communicating alerts and announcements
- Continue and increase posts on social media

## **Student Life**

### **5-Year Summary:**

Student Life will...

- Provide a wide range of quality programs and activities
- Train and support our staff in running these activities and get more students involved
- Make full use of services and resources for both campuses

### **What We've Done:**

- Before COVID-19, Student Life increased socialization opportunities with students from other schools (Region 10, Gallaudet University Regional Academic Bowl, Deaf/Hard of Hearing Teen Night during Homecoming)
- Before COVID-19, Student Life hosted a variety of student groups and after-school activities
- (such as the Book Reading Club (which continued during Distance Learning), Dungeons & Dragons, Health Fair, and STEM activities)
- Offered volunteer opportunities for students (such as Feed My Starving Children)
- MSAB Student Life created three (3) resource books for students: cooking, recreation, and self-help
- During the Stay at Home Order, Student Life created a series of videos to share ideas for at-home activities, hobbies, and craft projects
- During Distance Learning, virtual activities were offered weekly (activity ideas, club/groups, and hangouts)

### **Suggested Action Steps:**

- Continue expanding our resource books, and share them with families and BVI teachers statewide
- Offer more educational activities (i.e.: cooking or other living skills) that are open to all dorm and after school program students
- Host combined events and social opportunities for both campuses
- Increase efforts to involve parents
- Offer more training on child development and behavior issues for dorm staff and SEPAs
- More opportunities for MSA dorm staff to connect with other deaf/blind schools to share resources and tips
- Offer more work experience opportunities

## **Instruction & Assessment**

### **5-Year Goal Summary:**

MSA will...

- Put a system in place that encourages collaboration and coordination between both campuses
- Make sure our curriculum, teaching methods and assessment are aligned with our Guiding Beliefs

### **What We've Done:**

- Since the 2019-2020 statewide/district assessments were canceled due to the pandemic, MSA is using student IEP goals and progress reports to collect data for our reports
- We included all state and district assessment and accommodations/modifications to student IEPs
- MSA increased a focus on test procedures, training teachers, IEP testing accommodations, test schedules, environment, and validity
- The pandemic gave us the opportunity to expand our resources used in teaching our students
- Upgraded fiber optic lines, new network servers ordered and installed, working on improved Wi-Fi/Internet connectivity
- Trial program of Braille instruction on MSAD campus in collaboration with MSAB and a DeafBlind consultant
- Continued giving feedback to the Minnesota Department of Education on the accessibility of their testing systems
- Established Assistive Technology team to share resources for staff and students, and created Tech Coach ECA positions to share resources and tech training for staff
- Started planning for the addition of 7th period, offering elective classes
- Expansion of our curriculum room and instructional materials

### **Suggested Action Items:**

- Continue inventory of our curriculum, instructional materials, assistive equipment, and small equipment/accessories
- Explore in-house curriculum/spiral system for ASL instruction
- Add online classes available to non-MSA students
- Add transition, vocational, elective, and CTE courses
- Create Expanded Core Curriculum resource book for dorms
- Create checklist/buddy system/resource books for all new employees to make sure they have everything they need for their job
- Add 1- or 2-day training for newly hired SEPAs or substitutes
- Explore funding options for technology needs, or build it into our operations budget
- Make sure in-depth training is provided whenever we buy new technology
- Consider starting a statewide distance learning program
- Make sure when our staff need to work from home, they will have the proper equipment and training
- Improve communication between departments for individual student needs
- Find ways to align academic and non-academic goals to increase student abilities

- More opportunities for staff to observe/visit other schools/special education programs
- Expand our retreats to include high school students
- Arrange for juniors and seniors to visit Minnesota colleges and programs

## **Statewide Visibility**

### **5-Year Goal Summary:**

MSA will...

- Develop resources for school districts and families to support students around the state
- All Minnesota school districts will recognize MSA as an educational option and include it in the IEP/placement discussions for students
- What We've Done:
- Increase of over 800 new followers across our social media channels (Facebook, Instagram, YouTube)
- Worked with school districts on COVID-19 distance learning
- New website completed, over 150,000 views
- New MSA and MSAB mascot logos and branding materials
- I-35 freeway signage completed
- Many family-oriented events and activities were hosted before COVID-19
- Weekly Wellness Wednesday tips, COVID-19 resource web page, and distance learning resources shared
- Provided support and shared resources and information for nearly 300 requests through our website, email and social media
- Collaboration with the University of Minnesota Deaf/Hard of Hearing Teacher Preparation Program

### **Suggested Action Items:**

- Establish our own list-serv and mailing lists
- Figure out capacity and resource needs for hosting online webinars/presentations
- When hosting guest presenters on campus, invite participation from outside MSA
- Explore funding opportunities to host guest speakers/events (professional development and family workshops/events)
- Change our plan of having a mobile assessment team to providing training and support to school districts statewide
- Our website to become a resource center, sharing resources, statewide youth events calendar, and playlists on our YouTube channels
- Revise our brochures with the goal to redirect readers to our website
- Expand our social media presence (SnapChat, Twitter, TikTok, Pinterest); involve student body government and student council
- Add "feedback" box to our website
- Live streaming for all of our events
- After COVID-19, host community town hall meetings across the state

- Work with library systems across MN to host town hall/ASL story time events for families
- Resume sharing of student-created videos

## **Transition**

### **5-Year Goal Summary:**

The MSA transition program creates and supports transition goals through student-centered programs, resources, courses, trainings, and work experiences that allow students to successfully transition to life after school.

### **What We've Done:**

- Expanded our Academy Plus and Pathways to Life Summer Transition on MSAD campus
- Continued adjusting and updating of Academy Plus Program on MSAB campus
- Discussions with Minnesota Department of Education about expanding BVI and Deaf/hard of Hearing services beyond library resources
- Addition of new Assistant Dorm Program Coordinators on both campuses
- Created many more educational activities within the dorms
- Transition plans individualized and included into classes for students aged 14-21

### **Suggested Action Items:**

- Add focus on creating career-awareness classes for K-8
- More elective and “adulting” courses (financial literacy, budgeting, etc.) and courses
- More transition courses for work-bound students
- Bring in guest speakers to discuss careers with students
- Create long-term projects or pop-up business opportunities for students to learn in phases (planning stages, negotiation with clients, project cost estimation, and carrying out)
- After COVID-19, increase off-campus visits to businesses and various places of employment
- Integrate career awareness throughout our general subjects and in our after-school programs
- Offer online short-term programs/webinars/workshops for MSA and non- MSA students
- Offer online short-term programs/webinars/workshops for parents of high-school aged students
- Work with outside agencies and organizations to avoid overlapping or duplication of services
- After COVID-19, expand our workshops and events to statewide
- Offer CPR, AED, and First Aid training for students
- Work placement opportunities for students in their hometowns

## **Conclusion**

### **Additional Feedback:**

- Look at different ways to bring in/recruit more people (parents, staff, alumni, community members) to support our efforts
- More collaboration with organizations and parents to make sure our goals are carried out statewide
- Make sure we have a system in place to support these organizations and groups we collaborate with
- More frequent check-ins and tracking of our goal progress (every quarter instead of annually)
- Stay on top of our priority list
- Create timelines and deadlines for each action step in our plan

### **Next Steps:**

- Share summary report with stakeholders and community
- Host virtual staff, parent and community forums to share the report and gather feedback
- Distribute online survey
- Compile all feedback in a final report
- Final meeting with Mid-Plan Review Committee
- Implement final changes in the 2018-2023 Strategic Plan
- Share with stakeholders and community

Policy #: <b>752</b>
Title: <b>MSA MUSEUMS COLLECTIONS MANAGEMENT</b>
Date of Initial Approval: <b>NEW</b>
Revision/Re-authorization Dates:
Reviewers: MSA Superintendent; MSA Museum Steering Committee

**I. PURPOSE**

The purpose of this policy is to establish a clear statement of the purpose and responsibilities of the Minnesota State Academies (MSA) Museums (one for each academy).

**II. GENERAL STATEMENT OF THE MUSEUMS' MISSION.**

The Minnesota State Academies believes that historical artifacts, stories, and research information that is compiled in our museums serve a vital role in supporting the mission of the academies. In support of ensuring access to historical information about our academies, the mission of our museums is to:

1. Collect and preserve historical materials, including artifacts, documents, books, manuscripts, paintings, photos, video and audio recordings, DVDs, CDs, digital media, and materials pertaining to MSA and its students and staff.
2. Interpret these materials and make them accessible for the education, programming, outreach, and enjoyment of the MSA students, staff, and general public through exhibitions and programs.
3. Provide for the dissemination of information pertaining to deaf education, blind/visually impaired education and local historical topics directly impacting the Minnesota State Academies
4. Maintain and operate the MSAB/MSAD museums and their collections as well as supervise archived collections
5. Encourage inquiry into areas of local and regional historical significance and the history of education for deaf/hard-of-hearing; deafblind; and blind/visually impaired students
6. Emphasize materials related to the schools' rich history

**III. MUSEUM STEERING COMMITTEE**

The museums will be overseen by the museum steering committee composed of at least 5 individuals appointed by the superintendent. The committee shall have at least one employee representative from each campus, one alumni member designated by each campus' alumni association, and one employee representative from Student Support Services/Shared Services. The steering committee will elect a chair annually. The superintendent shall be an ex-officio member of this committee and tasked with the responsibility of sharing information with the MSA Board.

The steering committee shall meet at least quarterly. At the end of each school year, the committee shall meet to elect a chair, compile an annual report for the board, and develop goals for the following school year. The steering committee is also responsible for development of procedures to ensure the smooth operation of the museums, including acquisitions, archives, digitalization of our resources, and so forth. The steering committee is responsible for sharing information, resources, and support across campuses for both museums.

The Museum Steering Committee may establish sub-committees for each campus' museum to complete tasks and goals specific to that campus' museum. Involvement of staff members, alumni, and/or students is strongly encouraged.

#### **IV. COLLECTIONS MANAGEMENT**

The Museums' collections are organized and managed as follows:

##### **Permanent Collection**

The Museums' Permanent Collection is composed of material relating to the social, cultural, and educational history of the Minnesota State Academies. The Permanent Collection consists of three-dimensional objects/artifacts and digital collections (whenever available) of a permanent, on-going value to Minnesota State Academies, Deaf and B/VI education history and those doing research on the same. Historical materials may be utilized for teaching aids and for programming, outreach, and special interpretive events upon approval of the museum steering committee. Whenever possible, reproductions or other substitutes should be used rather than original artifacts.

##### **Digital Collection**

The Digital Collection is composed of digital copies of pictures, audio/visual material, brochures, pamphlets, research papers, and various miscellaneous materials that, whenever made available, will be accessible to individuals interested in accessing our materials.

##### **Collections Scope**

MSA acknowledges it cannot and should not attempt to collect everything, and will actively collect using the following guidelines and considerations:

###### **Collecting Priorities**

MSA will collect items related to the following specific themes and topics:

1. The interpretation of everyday life, from the earliest times to the present, at the Minnesota State Academies and its provision of Deaf Education and Blind/Visually Impaired Education. These might include, but are not limited to: household objects, furniture, clothing, tools, written information on individuals, prominent and otherwise.
2. The history on the day-to-day operations of MSA, its educational services, and the lives of students and staff.

###### **Preservation and Conservation Considerations**

MSA holds its collections as a public trust and as such has an obligation to maintain the artifacts in its possession according to accepted professional standards. Decisions made by the Museum Steering Committee regarding criteria for collecting/acquiring/accessioning as well as deaccessioning must be made in accordance with the best interest and well-being of the individual artifact. The Museum Steering Committee may designate individuals responsible to complete accessioning and deaccessioning tasks.

The Museum Steering Committee directly manages MSA's collections and is responsible for their day-to-day management, including care, storage, and use. The Museum Steering Committee and other MSA staff, including volunteers, will employ the established accepted standards and guidelines regarding collections management.

### **Acquisitions**

Definition: For the purposes of this policy, "acquisition" is hereby defined as the discovery, evaluation, acknowledgement, and receipt of artifacts, as well as securing physical and legal custody of said artifacts.

#### **Mechanism and Criteria**

MSA accepts acquisitions to its museum collections through donations, bequests, field collecting, abandonment, or other transactions for which title to the object passes to the museum. MSA-owned artifacts (i.e. Companion/Chronicles Issues, furniture, athletic uniforms, etc.) will follow the same procedures as donated artifacts except for the sections regarding ownership and provenance. Potential acquisitions must meet ALL of the following criteria before being accepted into the MSA's collections after the implementation date of this Collections Management Policy:

- The present owner must have clear title of ownership
- The provenance and history of the artifact(s) must be determined to the extent possible
- The artifact's significance and relevance must be determined
- The artifact(s) must fall within the MSA's collecting scope and objectives
- MSA must be able to provide for the storage, protection, and preservation of the item(s) to ensure the availability for MSA's collecting scope and objectives
- The artifact(s) must be in acceptable physical condition
- All donations will be considered outright and unconditional gifts to be used at the discretion of the MSA
- Artifacts will remain in the MSA's collections as long as their physical integrity, their identity, and their authenticity is intact, and for as long as they remain useful for the purposes of the museum.
- All legal, moral, and ethical implications of an acquisition must be considered prior to its acceptance into collections

#### **Donations**

All donations accepted will follow the MSA donations procedures (record keeping and acknowledgment of receipt).

All potential donors must hold free and clear title to any materials they wish to donate. Donors pursuing income tax deductions for their donations must obtain an independent authorized appraiser and record of such appraisals will be kept by MSA in accordance with MSA's records retention schedule. MSA museum steering committee members, volunteers and MSA staff members are prohibited from offering appraisals of potential donations.

MSA is under no obligation to accept donations “on the spot.” MSA may hold an object or collection (circumstances permitting) temporarily until a decision is made. Such material in the care of the MSA will be temporarily identified and cared for in the same manner as permanent collections. Donors are encouraged to contact the Museum Steering Committee prior to making any donations to assist in streamlining the process, especially if the donation involves larger artifacts that require transportation/storage.

All material not accepted into the MSA collections will be returned, intact, to the donor unless the donor specifically states that they do not want the items back. The MSA will notify the donor utilizing contact information on the donation form, whereupon the donor will have thirty days to reclaim the materials. Items left after thirty days will be disposed of at MSA’s discretion.

Potential donations will be considered for the MSA’s Permanent Collection or archives first. Material not accepted into the Permanent Collection will then be considered for educational activities related to the museum and/or school history. Items not accepted into our collections or resources may be designated for exchange, loan, or sale to benefit historical collections elsewhere.

### **Accessions and Deaccessions**

Accessions - The formal process of accepting object(s) into the MSA collections is hereby termed “accessioning”. The museum steering committee has primary responsibility for completing and maintaining all necessary paperwork and for the care and storage of all accessions.

Deaccessions - The formal process of removing accessioned materials permanently from MSA’s collections is termed “deaccessioning” and deaccessioning must be done with extreme care and sensitivity and only under certain limited conditions. The Museum Steering Committee shall establish procedures for deaccessions that are clearly stated and accessible to the public. Such action shall be cautious, deliberate, and scrupulous and considered only for an item that meets one or more of the following criteria:

- It is no longer relevant and useful to the stated purposes of MSA
- It is void of inherent exhibition, research, or educational value
- It cannot be properly stored, preserved, or used by MSA
- It no longer retains its physical integrity, identity, or authenticity
- It is unnecessarily duplicated in the collection
- It is non-historical material accessioned in error
- It was accidentally accessioned twice
- It has been lost or stolen and remains lost for over a year
- It presents a threat to the health, safety, or well-being of the MSA staff, volunteers, patrons, or other collections held by the Museum

### Loans, Exhibitions, and Relocations

The MSA museums may occasionally determine that it is appropriate to allow lending of objects from its collections and/or the borrowing of objects from other collections for specific purposes. The basic authority to make loans resides with the Museum Steering Committee. All loan requests (with the exception of those for photographs, see below) are to be submitted for committee approval and a designee will be appointed to be responsible for the negotiation and tracking of all loans, and management of all necessary paperwork. Requests by MSA staff or volunteers for incoming or outgoing loans should be made to the committee. The committee will develop procedures to ensure the preservation of all items within loans or exhibitions as listed below.

#### Incoming Exhibitions

From time to time, as determined by the Museum Steering Committee, MSA may accept traveling exhibits. The committee will work with MSA administrators for all arrangements, negotiations, and contracting for such exhibits.

#### Outgoing Loans

MSA may allow artifacts and material from its collections to be loaned to other museums, historic sites, or historical agencies in good standing for educational, interpretive, exhibit, or scholarly purposes. Non-museum borrowers (government agencies, schools, corporations, or businesses, etc.) may utilize MSA's collections for educational purposes only. Use of borrowed artifacts for private or decorative purposes is prohibited. MSA will not authorize any loans to individuals including employees, volunteers, committee members, or officers of MSA. Photographs in our archives will not be authorized for loans – only digital copies may be loaned/distributed for use outside of our archives. Those individuals wishing to view stored pieces in the collections may make an appointment through the steering committee.

Only artifacts and material to which MSA holds clear title and for which there are no special restrictions may be considered for loan.

#### Temporary Loans of Items from Educational or Research Collections

If a member of the staff, a volunteer, or a committee member is making an educational presentation outside of the museum, that person shall sign a temporary loan agreement for materials borrowed from the MSA museums. Any item(s) to be borrowed from the Permanent Collection require prior approval of their use by the Museum Steering Committee and the execution of a temporary loan agreement for the material(s) borrowed. The loan shall be for a period no longer than 72 hours unless otherwise negotiated.

#### Temporary Relocation of Collections for Preservation, Conservation or Access Reasons

If an object in the collections must be relocated offsite for preservation, conservation, or access (i.e. digitization) purposes, a written and signed agreement must be made between both parties. This agreement must include a description of the object and the length of time the object will be outside of MSA's control.

## V. CARE AND USE OF COLLECTIONS

MSA is ethically bound to care for and preserve its collections. MSA is committed to providing proper storage areas in which to house collections, maintaining appropriate environmental controls within its facilities, and administering conservation efforts when necessary. The goal is to retard and/or stabilize the inherent aging and deterioration process of collections, and all accepted professional museum standards will be employed to the best of MSA's ability.

The Museum Steering Committee, MSA staff, and volunteers must make every effort to protect collections items to ensure their long-term preservation while making them available for the use and enjoyment of the public. To this end, it should be noted that

1. Printed, manuscript, photographic, audio, and moving-image items in MSA collections may be reproduced as provided under the fair-use provision of the United States copyright law. MSA may refuse to permit the copying of a collections item if, in its judgement, such reproduction would violate the copyright law, violate the donor agreement, or pose a threat to the physical integrity of the item.
2. Publication, exhibition, or other use of an item from MSA collections requires written permission from the Museum Steering Committee and this permission is required whether or not MSA is the copyright holder. Permission also may be required from the copyright holder. Publication/exhibition of items from MSA museum collections must be accompanied with a statement crediting the ownership to the MSA museums.
3. Any reproduction of a collections item must be approved by the Museum Steering Committee. Any reproduction or replication of an item must be clearly identified as such.

### Records

MSA, to the best of its ability, will establish and maintain proper collections records for all artifacts in its collections according to professional museum standards. These include, but are not limited to, accessions, donors, catalogs, provenance, locations, conservation, loans, and exhibit records. The Museum Steering Committee is responsible for all collections records. Access to collections records is strictly limited to MSA staff and the committee members.

### Inventory

Under the direction of the Museum Steering Committee, MSA will initiate an inventory of its collections in the museums and will regularly update this inventory for its collections management purposes, security, verification of missing artifacts, and maintenance. The Museum Steering Committee and authorized volunteers may, as needed, conduct a full-scale inventory to verify the contents of the MSA Museum Collections. A master collections inventory will be placed on a computer database and updated as subsequent inventories are conducted. Back-up copies will be stored in separate locations. It is also recommended that the initial inventory and each periodic update be printed and stored in a secure location. Also, it is recommended that a photographic record of all items be made, with one copy to be kept on file.

### **Security**

MSA will take all necessary precautions to ensure the security of its collections and prevent their loss or damage while on exhibit, during research use, or in storage. MSA will examine the security needs and risks for all objects under consideration for accession and make adjustments or accommodations where possible. Artifact use for exhibit, research, education, or loan is contingent upon a thorough evaluation of its security risks and needs, and the ability of MSA to accommodate those needs.

## **VI. DIGITAL COLLECTIONS**

### **Definitions**

- Born digital materials were originally created in a digital form. These include programs, websites, databases, photographs, videos, audio recordings, records, documents, emails, maps, etc.
- Born analog materials were originally created in a physical or negative form. These include photographs, videos, audio recordings, records, archives, letters, documents, maps, etc.
- Digitized materials are digital copies of analog materials, usually created through scanning or photographing the analog material.
- Migration is the transfer of digital materials from one format to another to prevent obsolescence.

### **Scope**

MSA born digital collections shall include programs, websites, databases, photographs, videos, audio recordings, documents, emails, maps, and other materials that fall within the general scope of collections as listed above. The donor, if not produced at MSA, of the materials must hold the copyright on the born digital materials in question, just as donors of analog materials must have title to them. MSA-produced materials may be transferred to the MSA museums without concerns regarding copyrights.

As a general rule, MSA will not accept digitized copies of analog materials created by external sources (i.e., scanned copies of newspaper articles, copies of photographs taken by individuals outside of MSA) into the Permanent Collection, as copyright remains with the creator of the original analog material. It is preferred that the original analog materials be donated to the museum with the permission of the creator. The Museum Steering Committee may make an exception to this rule if the analog original image is unlikely to be donated to the museum at a later date (i.e., analog materials developed by individuals who are deceased, or materials developed by unknown individuals) with the understanding that copyright does not lie with MSA.

Copyright Acquisition of born digital materials is dependent on the transfer of copyright to MSA. Donors must transfer nonexclusive rights to reproduce, distribute, display, perform, and prepare derivative works of the born digital work. MSA will not accept donations of born digital materials that do not come with a sharing of copyright.

### **Digitization**

Analog materials that have been temporarily entrusted or donated to MSA may be digitized for MSA's use with permission from the creator. These digitized copies will be treated as part of the Digital Collection, with copyright remaining with the creator of the materials.

Parts of the Permanent, Educational, or Research Collections of MSA that have been digitized will be considered part of the same collection as the original material. Copyright of the digitized materials will remain with MSA if it has title and ownership of the source material.

### **Storage**

Born digital portions of the collections will be stored on MSA servers/hard drives with at least one back-up stored off the premises (i.e., Cloud Storage). Newly acquired collections must be moved into those designated storage sites as soon as time permits. A new back-up will be completed on a semi-annual basis.

## **VII. ETHICAL CONSIDERATIONS REGARDING MSA MUSEUM COLLECTIONS**

As stewards of the material history and culture of MSA, MSA has an obligation and responsibility to maintain the highest ethical standards and avoid even the appearance of impropriety. Because of their unique positions with regard to collections, MSA staff, volunteers, and Museum Steering Committee members are especially vulnerable to questions of ethical conduct and/or conflict of interest. Therefore, it is necessary that all of the MSA employees, volunteers, and committee members observe certain restrictions on activities that might compete with or discredit MSA, and it is incumbent upon MSA to inform them of its collecting goals and of the potential for conflict of interest.

The following provisions further list ethical best practices with regards to collections:

1. No MSA staff member, volunteer, or Museum Steering Committee member will engage in appraising objects acquired by the Museum
2. MSA staff members, volunteers and Museum Steering Committee members may not recommend an appraiser to donors
3. MSA staff members, volunteers, and Museum Steering Committee members are prohibited from purchasing objects deaccessioned/divested by the Museum except through public auction or MSA-approved procedures.
4. MSA staff members, volunteers, and Museum Steering Committee members are prohibited from borrowing money or collections items from MSA museums, nor shall they use its personnel, equipment, supplies, good will, or other resources for their personal purposes, other than as allowed to all members of the MSA community.
5. MSA staff members, volunteers, and Museum Steering Committee members are prohibited from using their MSA affiliation to promote their own or any family member's personal collecting or business activities.
6. Consistent with its mission, the MSA museums may consider for acquisition any material that has a documented association with the history of MSA and is in such condition that it can be maintained properly. In its collecting activities, the MSA museums shall strive to be inclusive, respectful, transparent, and in keeping with the best professional practices, especially with culturally sensitive and sacred objects,

documentation, and religious practices of all cultures. The Collections Management Policy shall govern the acquisition, use, loan, conservation, de-accession, and disposal of all collections

7. As steward of MSA's heritage, the MSA museums are committed to making their collections as accessible as possible to all people while ensuring their safekeeping and preservation. In providing access to collections, MSA shall balance the need to respect their continued physical integrity and safety for future use and the current requirements of scholarly, programmatic, or educational uses.
8. Museum Steering Committee members and staff members considering the acquisition of an historically significant item that may be within MSA's collecting goals should bring the intended purchase to the attention of the Museum Steering Committee in a timely manner to determine whether or not the MSA museums would be interested in acquiring the item for their collections. If the MSA museums do not intend to acquire the item, the individual may then proceed with their individual purchase.