

# **POEH Museum Collections Policies**

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## Overview

The Collections Management Policy is a comprehensive written policy that implements the goals of the Poeh Museum, and explains how these goals are pursued. One of the main functions of the Policy is to guide Poeh Museum staff members in their responsibilities for the Museum.

## Introduction

The Executive Director and Poeh Museum Director are responsible for developing and implementing policies pertaining to the POEH Museum's collections. The collections are considered a whole and include objects in the Museum's permanent storage, objects on display in the Poeh Center's offices (including the Pueblo's Hotel and Casino), objects on exhibit, and objects that have been repatriated back to Pojoaque Pueblo. Policy statements dealing with each of the four categories are presented below.

**Permanent Collection**

The Poeh Museum's collections are based on an assemblage of materials mainly purchased by the Poeh Center's Executive Director, and nearly ten percent donated by artists and private collectors. To develop and maintain an aesthetically superior collection of Pueblo arts from pre-contact periods through what is being produced today. The collections include pottery, weavings, jewelry, works on paper, musical instruments, paintings and sculptures.

The Poeh Center's intention is to collect examples of contemporary Native American arts in which functional qualities conform to the social and aesthetic values of the communities where they were made. In addition, the Poeh Museum staff is encouraged to solicit donations of pre-contact and early post-contact objects.

Collection objects on display in the Poeh Center's office and other tribal offices (including the Hotel and Casino).

Poeh Museum Staff is responsible for managing all aspects of permanent collection items displayed in offices including inventory, handling, care and conservation. It is the Poeh Museum policy to contact a Museum Staff Member any time an employee wants to, exchange or move objects in their office; it is crucial in order to maintain the safety and accountability of the collection.

**Collection Objects placed on Exhibit**

Poeh Museum Staff is encouraged to utilize the museums collections as much as possible before borrowing object from an outside institution or museum. Poeh Museum staff is responsible for maintaining security of the objects during operating hours. All objects are preferably displayed in closed-cases preventing unnecessary handling of the objects.

If collection objects are requested by an outside institution for exhibition, a condition report must be submitted to the Director and reviewed by the Curator. The Curator is responsible for maintaining security for the object (s) in the new environment. A condition report is completed for each object being lent and the Curator completes an Agreement for Outgoing Loan Form. The borrowing institution is responsible for insuring the object for the duration of the loan period and will incur all travel expenses (including all travel periods). Broadening education within museums, and promoting the Poeh Center through interactive and interpretative loans is encouraged.

**Repatriated Objects**

The Pueblo of Pojoaque is actively repatriating pertinent objects/artifacts from museums and other federal institutions. It is the policy of the Poeh Museum to store all repatriated objects in a non/visible cabinet. Repatriated objects are to never be viewed by the public nor are they ever to be exhibited.

Pojoaque Tribal members have access to repatriated or culturally sensitive materials through authorization of the Governor or Lt. Governor. Non-Tribal members do not have access to repatriated materials.

**General Policy on Deaccessions**

The Pojoaque Pueblo Tribal Council through recommendations by the Executive Director may elect to deaccession items in the Museum's permanent collections that include, but are not limited to the following:

Object(s) does not fall within the Mission of the Poeh Museum  
Lack of adequate documentation (no tribal affiliation)  
Deteriorated or extremely poor condition  
Repatriation to another Native American Tribe  
Object(s) lost due to fire or theft

In disposing of deaccessions, items will first be offered for trade with other non-profit museums with priority given to regional Tribal Museums in exchange for items that fall within the collecting priorities.

It would be conflict of interest for any Poeh Center staff member or their immediate families to acquire items deaccessioned from the Poeh Museum.

**Permanency of Records**

All file copies of catalog worksheets, documents, photographs, negatives and other materials related to the permanent collection are to be of archival quality, stored in archival conditions that meet currently accepted standards. The Curator is responsible for ensuring the proper safety and storage of the records.

**Appraisals**

Poeh Museum and Poeh Center staff cannot make direct appraisals for donors; however, access to donated items or those that are potential donations held by Poeh Museum in temporary custody will be made available to the donor's appraiser.

### **Collecting Priorities**

Any objects that will clearly make a significant contribution to the Pojoaque Pueblo community and to the general public through exhibition will be considered for the permanent collection. The following are examples of the types of materials that the Poeh Museum is interested in acquiring.

#### *Pojoaque Pueblo*

Any objects in good condition; (historic or contemporary) by members of the community.

#### *Tesuque Pueblo*

Weavings, moccasins and pottery by Bea Duran Tioux  
Pottery by Lorencita Pino  
Paintings by Patrick Swazo

#### *Nambé Pueblo*

Pottery by Lonnie Vigil  
Paintings and Sculpture by Cloud Eagle (Name-San Juan)

#### *San Juan Pueblo*

Jewelry by Mike Bird-Romero  
Weavings, kilts, and mantas by Evelyn Bird-Quintana  
Weavings by Laurencita Bird  
Belts, embroidered shirts, mantas and kilts by Ramoncita Sandoval  
Pottery by Tomasita Montoya  
Paintings by Geronima Montoya

#### *San Ildefonso Pueblo*

Shirts, kilts and mantas by Isabel Gonzales  
Pottery by Dora Tsé Pe  
Pottery by Russell Sanchez  
Pottery by Maria Martinez  
Pottery by Blue Corn  
Pottery by Barbara Gonzales  
Pottery by Cavin Gonzalez  
Pottery by Diane Calabaza  
Pottery by Rose Gonzalez

#### *Santa Clara Pueblo*

Pottery by Grace Medicine Flower  
Pottery by Joseph Lone Wolf  
Pottery by Mary Cain  
Pottery by Nathan Youngblood  
Pottery by Nancy Youngblood  
Baskets by Joe Val Guitierrez  
Pottery by Rose Naranjo  
Sculptures and Clay figures by Roxanne Swentzell  
Pottery by Rosemary Apple Blossom  
Paintings by Helen Hardin  
Paintings by Pablita Velarde  
Sculptures by Michael Naranjo  
Pottery by Shawn Tafoya  
Pottery by Forrest Tafoya

#### *Taos Pueblo*

Pottery by Dawn Antelope

Pottery by Angie Yazzie  
Pottery by Sharon Dry Flower  
Pottery by Juanita Dubray  
Pottery by Edna Romero  
Figures by Jeralyn Lujan Lucero  
Paintings by Popp Chalee

*Picuris Pueblo*

Pottery by Cora Durand  
Pottery by Anthony Durand

### **Access to Collections**

Pojoaque Pueblo Tribal Members have access to the Permanent collection and to all collection records. Poeh Museum Staff must accompany all tribal visitors in to the collections and must assist with the access to all collection records.

Visitors from the general public must complete a "Collections Research Request Form." The Museum Director or Curator must approve the form.

Qualified researchers are given a reasonable amount of access to the collections and assistance in their research needs keeping care and security of the collections a priority. The general public does not have access to repatriated or culturally sensitive objects.

#### **General conditions governing researchers are as follows:**

All research projects require a prior appointment

Access to the collections will be at the discretion of the Executive Director, Museum Director or Curator.

The Poeh Center/Poeh Museum reserves the right to request references for researchers.

Admittance of researchers in to the collection storage areas shall be at the discretion of the Museum Director and Curator.

The Poeh Museum may request copies of the notes taken on the collections, and copies of research papers and publications should be given to the Pojoaque Pueblo.

Photography of collection items, or Xerox copies of collection records requires approval. A "Permission to Reproduce Form" (attached) must be completed by the researcher and approved by the Museum Director or the Executive Director.

Procedures for access to the collections will be distributed to the researcher, which the researcher must sign, before admittance in to the collection areas.

### **Outgoing Loans**

The Poeh Museum loan objects to other non-profit institutions and museums, so long as the borrowing institution meets the terms as provided by the Poeh Museum.

A formal written request from the borrowing institution must be made. The written request should include the exhibition title, the period of the loan, and the individual responsible for the logistics of the loan.

The lendee is responsible for insuring the borrowed items for full value in accordance with a current evaluation. If the object need to be appraised by a licensed appraiser; the lender is responsible for payment.

In the event of total loss of any or all of the loaned objects, the lender will reimburse the Poeh Museum the full value in accordance with the current estimated value provided by the appraiser.

In the event of partial loss or damage to any or all of these objects, the lendee will pay for necessary repairs, restorations, replacements, conservation, and labor.

A Certificate of Insurance must be provided to the Poeh Museum prior to the loan.

The loaned items, from the time of departure from the Poeh Museum until they are returned and inspected by the Poeh Museum Staff, are at the risk of the borrowing institution.

Objects borrowed shall be given the proper care and handling to insure against loss or damage. The lender agrees to meet any special requirements for installation and handling.

All objects lent from the Poeh Museum must be in stable condition.

All borrowing institutions are required to provide a Facilities Report (as defined by the American Association of Museums) before the loan is active. It is the responsibility of the Curator to review the Facilities Report and to approve or disapprove of the environment of the borrowing institution (special consideration is given to climate, security, qualifications of staff and lighting).

Before the item(s) leaves the Poeh Museum, the Curator completes a condition report. Upon return of the item(s) a second condition report is completed before the object is returned to storage.

It is agreed to by the borrowing institution that the object(s) will not be cleaned, repaired or altered in any way, by the lendee, except with the written permission of the Poeh Museum Director.

Loans may be extended only by written agreements of both parties.

Packing and transportation shall be arranged by the Poeh Museum in counsel with the lendee. Unpacking and repacking must be done with the same materials and boxes and the same method as the objects were received. All packing and transportation costs shall be borne by the lendee.

The lendee may photograph the objects covered by the loan agreement solely for record, publicity purpose, and for reproduction in exhibit catalogs. Photo credits for loaned objects should read. "Courtesy of the Pueblo of Pojoaque – Poeh Museum, Santa Fe, NM."

The Poeh Center and the Poeh Museum reserves the right to cancel the loan agreement and recall the object(s) at any time.

The Poeh Museum requires the borrowing institution to complete the "Agreement for Outgoing Loan Form"(attached),which in turn must be approved by the Poeh Museum Director.

## Reproduction Requests

Fees:

Poeh Museum Photographic Reproduction Fees				
	Photo Size	Commercial	NON-Profit	Scholar
Color Photos	4x6	\$5.00	\$5.00	\$5.00
	5x7	\$15.00	\$10.00	\$5.00
	6x9	\$20.00	\$15.00	\$10.00
	8x10	\$25.00	\$20.00	\$15.00
	11x14	\$35.00	\$25.00	\$20.00
	12x18	\$45.00	\$30.00	\$25.00
Images to CD		\$10.00	\$5.00	\$5.00
Slides		\$20.00	\$15.00	\$10.00

Poeh Museum Publication Fees
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For Profit Use

For NON-Profit Use

5000 or less	\$175.00	5000 or less	\$150.00
5001 – 10,000	\$225.00	5001 – 10,000	\$200.00
10,001-25,000	\$375.00	10,001-25,000	\$250.00
25,000 of more	\$450.00	25,000 or more	\$300.00

\* All images that are approved



PUEBLO OF POJOAQUE  
POEH CULTURAL CENTER AND MUSEUM

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