

# South Dakota Association of the Deaf Cultural Heritage Center Policy and Procedures

## SECTION I

### Purpose

**Section 1.01:** This document outlines the responsibilities, policies and procedures established by the South Dakota Association of the Deaf (SDAD) Board governing South Dakota Association of the Deaf Cultural Heritage Center (SDADCHC).

## SECTION II

### Mission Statement

**Section 2.01:** The SDAD Cultural Heritage Center brings deaf culture and history and people together for enjoyment, discovery and learning. Through our collections we strive to integrate deaf culture and history into the lives of people.

**Section 2.02:** The SDADCHC collects and preserves artifacts, objects, photos, stories and histories for purposes of study, education and enjoyment, material evidence of people and their environment. The SDAD owns all collections that are donated by the donors.

## SECTION III

### Committee

**Section 3.01:** The goal of the committee is to manage the SDAD Cultural Heritage concerns. The committee is comprised of four (4) members; a chair and other 3 other members appointed by the chair, subjected to approval by the SDAD Board. The SDAD President is an ex officio member of this committee.

**Section 3.02: Duties of SDAD Board.** The Board of SDAD has the following powers with respect to the collection:

- The power to accept or decline donations of artifacts, photos and other items.
- The power to deaccession works of artifacts, photos and other items for disposal. See Deaccession Policy.
- The power to monitor SDADCHC's activities.
- The Board must approve the plans and/or strategic plans.

Note: Deaccession Policy, see Appendix A

**Section 3.03: Duties of SDADCHC Committee.** The SDADCHC Committee has the following powers with respect to the collection:

- The power to assembling, cataloguing, managing and presenting/displaying artifacts and cultural collections.

- The power to maintain inventory of artifacts and cultural collections as per Section 4.02.
- The power to research deaf profiles and history.
- Research, collect and provide information on SDAD Hall of Fame (HOF) inductees to HOF Committee.
- The power to deaccession work of artifacts, photos and other items for disposal. See Deaccession Policy.
- Seek the Board’s approval of all materials, objects or other items before disposal.

**SECTION IV**  
**Collections Management Policy**

**Section 4.01:** The Collections Management Policy of the SDAD Cultural Heritage Center is intended to document the policies that guide the development and care of the SDADCHC’s collection consistent with the mission of the SDADCH.

**Section 4.02:** Through this Collections Management Policy, the SDADCHC ensures that:

- its collections are accounted by inventory and documented in the collections management;
- its collections are protected, secure, cared for, and preserved;
- acquisition, deaccessioning, and loans of works in the collections are conducted in manner that conforms to the SDADCHC’s mission, complies with applicable law, and reflects the highest ethical standards;
- access to the collection in the storage room and access to collection information is permitted and appropriated regulated; and
- collection-related activities promote the public good rather than individual financial gain.

**SECTION V**  
**Procedures for Accepting Donation of Artifacts, Photos and Other Items**

**Section 5.01:** Before accepting all donations of artifacts, photos and other items, SDADCHC Chair and/or committee member examine first to determine if they are worthy to be preserved or archived. The chair then submits the report to the Board on status of donations.

**SECTION VI**  
**Deaccessioning**

**Section 6.01: General Principles.** The term “deaccession” means that a work is removed from the collection and considered for disposal. The criteria for determining whether an object should be deaccessioned include, but are not limited to, the following:

1. The work does not further the mission of the SDADCHC.

2. The work is redundant or is a duplicate and is not necessary for research or study purposes.
3. The work is lesser quality than other objects of the same type in the collection or about to be acquired.
4. The work lacks sufficient aesthetic merit or historical importance to warrant retention.
5. The SDADCHC is ordered to return an object to its original and rightful owner by a court of law; the SDADCHC determines that another entity is the rightful owner of the object; or the SDADCHC determines that the return of the object is in the best interest of the SDADCHC. (See Deaccession Policy)
6. The SDADCHC is unable to conserve the object in a responsible manner.
7. The work is unduly difficult or impossible to care for or store properly.

**SECTION VII**  
**Procedures for Deaccessioning**

**Section 7.01:** The Chair will submit the committee's recommendations of objects that need to be disposed to SDAD Board for their approval.

**SECTION VIII**  
**Care of the Collections**

**Section 8.01:** The SDADCHC is first and foremost a repository of works and its mission requires the care of works in its collection. The SDADCHC shall conserve works in accordance with highest standards. The SDADCHC shall provide a safe and appropriate environment for the collections, with effective security and environment control, for the benefit of present and future generation. The SDADCHC shall maintain a Collections Emergency Plan. The SDADCHC's conservation standards shall be maintained for works on loan to the SDADCHC or borrowed from the SDADCHC.

**Section 8.02:** The Committee of SDADCHC is in charge of the long-term care of the collection and shall maintain exact documentation of all examination and treatment work. The SDAD and SDADCHC recognize the importance of all works in its collection. SDAD and SDADCHC share responsibility for the SDADCHC's collection and for the development of long-term preventative methods and conservation strategies.

**SECTION IX**  
**Social Media**

**Section 9.01:** Follow and comply with SDAD's Social Media Policy and Guidelines.

SDAD Board approved on June 26, 2017.