

Alutiiq Museum Collections Policy

I. INTRODUCTION

The Alutiiq Heritage Foundation (AHF) Board will maintain full responsibility for the collections policy of the Alutiiq Museum and Archaeological Repository. Compliance with this policy is the professional obligation of the museum's staff.

A. Mission Statement

The Alutiiq Heritage Foundation, through the Alutiiq Museum & Archaeological Repository, preserves the traditions of the Alutiiq people and promotes a greater awareness of the rich cultural legacy of the indigenous peoples of the greater Gulf of Alaska region. Our collections are held in a repository that is accessible to the public. We encourage and support research on Alutiiq culture and history, and disseminate the results of this research to the public through educational outreach, exhibits, special events, publications, and scholarly presentations.

B. History of the Collections

The Alutiiq Museum is an outgrowth of the Kodiak Area Native Association's (KANA) Culture and Heritage division. Founded in 1987, the division was designed to foster island-wide archaeological research, develop educational programs on Alutiiq culture, and promote workshops on Alutiiq language and arts.

In 1990, the division became the Alutiiq Culture Center and moved to its own building. Large archaeological assemblages from local excavations were returned to Kodiak for curation at the center and public exhibits assembled from these materials. Additionally, the center conducted its own archaeological projects and accepted archaeological, ethnographic, archival, and photographic materials as gifts and on loan. Documentation for many of these collections was incomplete and did not follow the standards set forth in this policy.

In 1993, KANA received a grant from the Exxon Valdez Oil Spill Trustee Council to develop a state-of-the-art archaeological repository and regional research facility. The museum opened in April of 1995. All archaeological, ethnographic, archival, photographic, and natural history collections from the Alutiiq Culture Center were transferred to the Alutiiq Museum at this time. The Alutiiq Museum continues to work at documenting these collections to meet the standards of this policy.

C. Compliance with State and Federal Laws

All collections activities will comply with state and federal laws, and any applicable international treaties, that govern antiquities management, wildlife protection, and the treatment of human remains. These include but are not limited to the U.S. Antiquities Act of 1906, the National Historic Preservation Act of 1969, the National Environmental Policy Act of 1969, the Archaeological and Historic Preservation Act of 1974, the Archaeological Resources Protections Act of 1979, the Alaska Historic Preservation Act of 1971, the Native American Grave Protection and Repatriation Act of 1990 (NAGPRA), the Migratory Bird Act of 1918, the Marine Mammal Protection Act of 1970, and the Endangered Species Act of 1973.

II. DEFINITION OF THE COLLECTIONS

Geographic and Cultural Scope

The Alutiiq Museum will accept materials relevant to the prehistoric, historic, and contemporary cultural history of the Native peoples who settled the Alutiiq Nation. Such materials include, but are not limited to, archaeological, ethnological, photographic, film, audio, archival, and natural history specimens.

The Alutiiq Nation encompasses the islands and mainland shores of the central Gulf of Alaska, including Prince William Sound, the outer Kenai Peninsula, Kachemak Bay, the Kodiak Archipelago, and the Alaska Peninsula. This area is the traditional homeland of the Alutiiq people and has been occupied for at least 7,500 years.

The Alutiiq Museum may also accept cultural materials from neighboring peoples in the Gulf of Alaska, or from related Aleut and Eskimo peoples, if they provide interesting comparisons or contrasts with Alutiiq cultural materials.

Definition of Collections

A. Archaeological Collections - The Alutiiq Museum is primarily an archaeological repository. The facility currently cares for more than 80,000 historic and prehistoric items, as well as accompanying assemblages of, faunal materials, ethnobotanical samples, sediments samples, field notes, photographs, and maps.

B. Ethnographic Collections - The Alutiiq Museum's ethnographic collections include objects manufactured within living memory, works of contemporary Native art, and replicas of prehistoric Native Alaskan objects.

C. Photographic Collections - The Alutiiq Museum maintains a large collection of photographs, slides, and negatives. These images illustrate archaeological excavations, artifacts, and Alutiiq ethnographic specimens in museums around the world. The collection also contains historic and contemporary images of the Alutiiq people, their communities, and the Kodiak environment.

D. Archival Collections - The Alutiiq Museum holds both original paper archives and copies of archival documents from other sources. These include, but are not limited to, the papers of Alutiiq leaders (e.g., Karl Armstrong), original field notes and maps from archaeological surveys and excavations, as well as copies of archival materials in other repositories (e.g., census records, BIA school surveys).

E. Film and Audio Recordings - The Alutiiq Museum collects videotape, audio-tape, compact discs and other recordings of the Alutiiq language, events in the Alutiiq community, archaeological excavations, oral histories, and media presentations on Alutiiq heritage projects. Some audio-tapes in this collection are accompanied by written transcripts.

F. Natural History - The Alutiiq Museum maintains a small collection of geological samples, faunal materials, and botanical specimens from the Alutiiq Nation and adjacent regions of Alaska. These materials are

collected for use in exhibits and educational programs to illustrate the environmental context of cultural items and for use in comparative research (e.g., comparison with archaeological specimens).

G. Teaching Collection - The Alutiiq Museum maintains a collection modern objects, artwork, artifact replicas, and artifacts with little or no provenience information for use in presentations by Alutiiq organizations, researchers, and educators. The museum allows these objects to be handled, used in traditional ceremonies, and loaned for educational outreach purposes.

H. Library - The Alutiiq Museum collects books, journals, reprints, manuscripts, technical reports, conference papers, exhibit catalogs, pamphlets, brochures, videos, and other published and unpublished reference materials on the Native peoples of Alaska, with a specific focus on the Alutiiq culture area. Although part of the Museum's holding, library collections are not managed by this policy.

III. COLLECTIONS MANAGEMENT ACTIVITIES

A. Authority

As the policy setting body for the Alutiiq Museum, the AHF board represents the final authority in all operations of the museum. This fiduciary responsibility includes making decisions regarding the acquisition, maintenance and deaccessioning of objects in the museum's care. The procedures for meeting these responsibilities are outline in this policy. It is the duty of every museum board and staff member to be familiar with this policy and uphold its tenets.

The AHF entrusts the day to day care of collections to the museum's curatorial staff – including the curator, collections manager, collections assistant and any other staff members hired to provide registration, conservation, and maintenance services.

To assist the staff in making decisions regarding long term acquisitions and deaccessions the museum maintains a Collections Advisory Committee which meets quarterly (one evening in February, May, September, and November) to form recommendations for the AHF Board of Directors. The Collections Advisory Committee shall be composed of ten members; a representative of the Alutiiq Heritage Foundation Board of Directors, a member of the museum's curatorial staff, and eight volunteers. The AHF Board representative and museum staff representative will act as meeting facilitators but will not vote on committee recommendations. Each member of the collections committee will have one vote on each issue presented to the committee. Four of the eight volunteer committee members must be present to establish a quorum for making recommendations to the AHF Board of Directors.

Volunteer members of the Collections Advisory Committee will be selected from the community by the AHF Board of Directors for their knowledge of Alutiiq culture and history, Native Alaskan art, education, Alaska's natural history, collections care, and/or property law. Each volunteer member will be appointed to a three-year term and may serve a second term if invited by the AHF Board of Directors.

B. Collection Strategy

The Alutiiq Museum seeks to expand the temporal, geographic, and cultural scope of its collections to enhance existing holdings. New collections should reflect the museum's mission statement and provide

information which expands knowledge of Alutiiq culture and history.

C. Methods of Acquisition

Acquisitions may be made by field collection, loan, gift, bequest, transfer, exchange, commission, or purchase. All acquisitions will be described by the curator or collections manager, and submitted to the Collections Advisory Committee for their evaluation and recommendation on disposition. This recommendation will then be passed to the AHF board for final evaluation. Each method of acquisition is described below.

1. Field Collection - Materials may be acquired through research projects related to an existing museum collection (as outlined in section II above) under prearranged conditions approved by the Collections Advisory Committee. These projects may be sponsored in whole or in part by the Alutiiq Museum, by one of the museum's supporting Alutiiq corporations, or by non-affiliated researchers or organizations.

2. Loans - Loans may be negotiated as short term or long term. Loans may be made between the Museum and its supporting Alutiiq corporations; state, federal, and municipal governments; private organizations; and individuals. However, the museum can only enter into a loan agreement with the rightful owner of the material offered on loan.

Short Term Loan - Items may be accepted for a period of up to a year for use in exhibitions or research projects. Such loans will be made at the discretion of the curator and will not be subject to review by the Collections Advisory Committee.

Long Term Loans - Items may be accepted for an initial period of ten years for curation, research, exhibition, and educational outreach. Long term loan agreements will then be reviewed for renewal every ten years by the museum's curatorial staff.

3. Gifts and Bequests (Donations) - The museum may accept materials donated either by gift or bequest that relate to its mission statement. Materials which are offered as donations shall be considered outright gifts with no restrictions attached. The only exception will be for sacred items and culturally sensitive information. Following the museum's Guidelines for the Spiritual Care of Objects, objects determined to be sacred or culturally sensitive may be loaned or donated to the museum with restriction on their care and use. The museum's director and curator will jointly assess these restrictions to determine whether they can be reasonably met by the museum. The Collections Advisory Committee and the AHF Board of Directors will be informed of any restrictions when considering the disposition of any sacred or culturally sensitive object.

Once materials have been donated to the museum, the donor relinquishes all rights to these materials, which will then be considered part of the permanent collection. The museum reserves the right to determine which materials should be put on display and which materials should be placed in research, comparative, or teaching collections, and may deaccession donated materials as necessary. Prospective donors must declare in writing that they have legal title to the material that they are donating and the authority to make the intended donation.

All donations to the Alutiiq Museum are tax deductible within the provision of the law, however, museum employees may not provide an appraisal for any donation. Individuals who require appraisals for

tax purposes are advised to contact a disinterested third party appraiser, and to review the Tax Reform Act of 1984 and IRS Publication No. 561 - "Determining the Value of Donated Property."

4. Transfers and Exchanges - The Museum may accept transfers or exchanges of material from other museums if the incoming materials meet all acquisition requirements and the outgoing materials meet the criteria for deaccession (see below). Any material offered by the Alutiiq Museum for exchange must be deaccessioned prior to exchange following the guidelines established by this policy.

5. Purchases - The Alutiiq Museum may elect to purchase items that enhance its existing range of collections. The Collections Advisory Committee shall evaluate each purchase and submit a proposal to the Alutiiq Heritage Foundation Board of Directors. The museum will not purchase any archaeological materials, paleontological materials, or human skeletal remains. The museum will only purchase materials that the seller has a legal right to sell. Additionally, the museum will not purchase materials for its collections from museum board or staff members.

All Native Alaskan artwork considered for purchase must meet museum's Guidelines for Evaluating Contemporary Works of Native Art. The museum's curatorial staff, in concert with the museum's director and education coordinator, shall evaluate all potential purchases to determine whether these standards are met. The evaluation team will reach consensus by a simple majority vote.

6. Commissions - The Alutiiq Museum may elect to commission artists to create works for its permanent collection that enhance the range and diversity of its holdings. Commissions may be negotiated in two ways. (1) The staff may release a call for proposals to solicit the production of a particular object and select a proposal from the resulting applications. This is the preferred method. (2) However, as there may be a compelling reason to work with a particular artist, the museum may develop a sole source contract with an artist who has provided a proposal for review. In both cases, the curatorial staff, in concert with the museum's director and education coordinator must insure that proposals for commissioned works meet the museum's Guidelines for Evaluating Contemporary Works of Native Art. The evaluation team will reach consensus by a simple majority vote. Then, the Collections Advisory Committee shall evaluate each potential commission and submit a proposal to the Alutiiq Heritage Foundation Board of Directors for consideration.

7. Repatriation - The Alutiiq Museum may accept human skeletal remains, funerary objects, objects of cultural patrimony, and sacred items from the Alutiiq culture area upon request of an Alutiiq tribal organization or ANCSA corporation. The museum will not accept human skeletal remains, funerary objects, objects of cultural patrimony, and sacred items related to any other Native group without an express written request from that group. Human remains will be accepted on short term loan only, until additional arrangement for their care can be made.

D. Documentation

The Alutiiq Museum considers the documentation of its collections as important as the materials themselves and worthy of equal care. Documentation is essential to maintain the identity, cultural value, and spiritual care of an object. The Alutiiq Museum maintains paper acquisition and catalog records, a computerized acquisitions database, collections inventories, and additional support documentation for all collections. Where appropriate, the museum will work to produce photographic documentation of its collections.

1. Recording Acquisitions - The Alutiiq Museum maintains a catalog and computer database of all acquisitions. Each collection accepted by the museum whether by field collection, loan, gift, bequest, donation, transfer, exchange, commission, purchase or repatriation is assigned a museum collections number. Collections are numbered sequentially as they are processed and referenced with the initials *AM* for Alutiiq Museum. Any original documentation accompanying a collection is stored with museum-generated documentation in a central acquisitions file under the associated collections number. The museum will work to duplicate copies of its essential collection documentation, both original and museum-generated, for secure off-site storage.

2. Enhancing Acquisition Information - The Alutiiq Museum recognizes the body of traditional Alutiiq knowledge that is preserved in the Native community. To improve documentation of the Museum's collections, staff will work with Alutiiq people to gain information about cultural materials, their context, and their appropriate treatment.

3. Access to Acquisition Information - Acquisition records are not necessarily public information. Data contained in the Museum's acquisition records will be available to the public on a limited basis. Certain types of information may be kept private (e.g., the name of a donor who wishes to remain anonymous, the locations of archaeological sites, culturally sensitive information). Access to acquisitions information is provided at the discretion of the Museum's director and curator, and is subject to the restrictions established in the museum's Guidelines for the Spiritual Care of Artifacts.

E. Deaccessioning

Deaccessioning is the procedure used to record the removal of an object from the museum's collection. The general policy of the museum toward deaccessioning is one of utmost caution and careful determination. The Alutiiq Museum reserves the right to deaccession any materials in its permanent collections for which the museum holds clear title.

Any proposal to deaccession an object or collection will be outlined in a written report by the curator for consideration by the Collections Advisory Committee, using the "Request to Deaccession" form prepared for this purpose. The report will justify deaccession based on one or more the following criteria;

- 1) The object has been damaged beyond repair by accident or inherent vice.
- 2) It is prudent to exchange or sell an object or collection to obtain another object or collection that will substantially improve the overall holdings of the museum.
- 3) Based on current knowledge and circumstances, the object or collection belongs more appropriately in another museum or in the care of another organization, particularly another Native Alaskan organization.
- 4) The object is from an archaeological collection and has the potential to further understanding of Alutiiq culture and history through destructive scientific analysis (e.g., carbon dating, oxygen isotope analysis). No human remains will be subjected to destructive analysis without the express written approval of the most closely related Native American group.
- 5) When the most closely related Native group desires reinterment of an object, collection,

or subset of a collection (e.g., faunal materials). Human remains and burial goods, however, do not fall under the deaccession policy. They will be released to the closest related Native group (tribe or ANCSA corporation) upon request. No review by the Collections Advisory Committee or the AHF Board will be required, although both groups will be notified in advance of such a release.

When an object or collection has been deaccessioned or released, the museum will maintain documentation about that object or collection in perpetuity.

Proceeds from the sale of collections shall not be used for anything other than the acquisition or direct care of other collections.

F. Collections Access & Use

Access to the Museum's collections is integral to its mission. Access can be physical (through examination and handling) or intellectual (through exhibits, publications, or electronic media). The intent of this collections policy is to strike a balance between safeguarding the collections from harm while providing culturally sensitive treatment, and encouraging the use of collections in promoting awareness and appreciation of the rich cultural heritage of the Alutiiq people.

1. Providing Access: The Alutiiq Museum recognizes that there are many different reasons to access its collections and that procedures for promoting this access must be designed and controlled to match the types of uses proposed. Minimally, all potential users must make a formal request to a member of the curatorial staff to interact with the collections. Staff members will then consider the concerns of Alutiiq people, the condition of the intended research collection, and the availability of staff time and research space in assessing each request. Access to sacred items and culturally sensitive information will be further evaluated following the museum's Guidelines for the Spiritual Care of Objects.

The teaching collection has been specifically assembled for use by Native groups, educators, and researchers for use in heritage programs and public outreach activities. In particular, the museum recognizes the importance of providing materials from this collection for use by Alutiiq peoples for traditional practices (e.g., ceremonial lighting of an oil lamp). Requests to borrow teaching collection materials will be filled on a first come – first served basis.

2. Managing Conflicts: As a cultural center funded and governed by Kodiak Alutiiq organizations, the Alutiiq Museum serves the Alutiiq Nation first. As such, the museum is dedicated to establishing policies and procedures that meet the needs of Alutiiq people before those of others. However, as Alutiiq people benefit greatly from public awareness of their culture, and as the museum is a public non-profit organization dedicated to community education, the museum seeks to involve people of all heritages in the exploration of Alutiiq culture through the use of its collections.

While providing public access to collections helps to educate the broader community about Alutiiq culture, not all objects and information are appropriate for a public forum. When conflicts between the stewardship of objects and requests for public access arise, the museum will follow its Alutiiq first philosophy in resolving these conflicts. Preference will be given to meeting the needs of Alutiiq people in resolving these disputes.

G. Exhibition and Display of Collections

The Alutiiq Museum reserves the right to display any item acquired by the museum through field collection, loan, gift, bequest, donation, transfer, exchange, purchase, commission or repatriation. The museum, however, will not display human skeletal remains. Additionally, the Alutiiq Museum recognizes that some objects may be culturally sensitive and will endeavor to work with the Alutiiq community to display such materials in a respectful, culturally relevant manner or to refrain from display where appropriate following the museum's Guidelines for the Spiritual Care of Objects.

H. Lending and Borrowing

To promote a greater understanding of the Alutiiq culture and to provide access to museum collections, the Alutiiq Museum will lend items from its collection for exhibition, scientific study, educational outreach projects, and for use in events of spiritual significance to the Alutiiq community. To the same end, the Alutiiq Museum may also borrow material through both short and long term loan agreements (see Section III above).

1. Incoming Loans - All incoming loans must be accompanied by a loan agreement that specifies the length of the loan, describes the items taken on loan, and provides an assessment of the condition of the item(s) to be loaned. This agreement will be signed in duplicate by a member of the museum's curatorial staff and the lender. All items loaned to the Alutiiq Museum will be handled with the same professional care given to items in the museum's permanent collections. However, the museum will not attempt to clean, repair, restore, or otherwise alter any materials which it accepts on loan, unless the lender authorizes such efforts in writing.

Unless the museum is notified to the contrary in writing, it shall allow any and all materials on loan to be photographed or videotaped by the general public and by museum staff for personal or non-profit purposes. However, no flash photography will be permitted by the general public. If there is a request to photograph items on loan for profit making purposes, , the owner of the collection shall be contacted for their permission.

If the lender wishes to terminate the loan at any point during the agreed loan period, he or she must provide the museum with written notice and at least 30 days from the time of notice to process the request. Longer notice periods for larger collections, or those used in an exhibit, may be specified in loan agreements.

The museum will only release loaned materials to the custody of the lender, or the lender's agent, verified in writing by the lender. If legal title to the material changes during the period of the loan, the museum will prepare a new loan agreement to reflect the new lender. It is the lender's responsibility to keep the museum informed of any changes in their address or ownership during the period of the loan.

If the museum is unable to contact the lender at the close of the loan period, or the lender fails to reclaim the loaned material, the materials shall be considered an unrestricted gift to the Alutiiq Museum after ten years from the date of loan termination. This action will reflect the curatorial and custodial services which the museum will have provided over this extended period.

a. Short Term Loans - Items borrowed as short term loans will be accepted for a period of no more than one year. Short term loans are designed to provide the museum with access to items for exhibits and research projects, or to assist organizations with short term storage needs. Short term loans may be accepted by the curator without consultation of the Collections Advisory Committee.

b. Long Term Loans - Items borrowed as long term loans will be accepted for an initial period of five years, at the end of which they will be reviewed for possible renewal. Items for long term loan are accepted for curation, research, exhibition, and educational outreach programs. If these uses involve inclusion in traveling exhibits or outreach activities outside the museum, the lender will be approached for written permission for these uses. All offers of long term loans will be initially accepted into temporary custody (see below), pending review by the museum's Collections Advisory Committee and final consideration by the AHF board. Items not accepted by the AHF board will be returned to the loaner as soon as possible.

2. Temporary Custody - The Alutiiq Museum shall accept material left temporarily for identification, and examination for loan, acquisition, or study. Temporary custody agreements will be for a limited period, not to exceed one hundred and fifty days, and all objects will be subject to the same conditions as those outlined above for incoming loans.

3. Out Going Loans - The museum will loan objects from its collections to other museums, cultural organizations, and individuals for display, research, and educational purposes. All loans will be made at the discretion of the museum's curator who will assess the ability of the proposed borrower to provide appropriate physical and spiritual care, insure security as well as the Alutiiq Museum's potential needs for access to the material, and the potential risks of the loan.

Materials subject to active repatriation proceedings or for which the museum cannot determine legal ownership will not be loaned.

Objects loaned by the Alutiiq Museum remain insured by the museum's policy while in transit to and from the borrower's facility and while in the borrower's care. However, the museum may require the borrower to arrange for valuations of the loaned material by a mutually agreed upon third party, and additional insurance.

Where appropriate the borrower will be responsible for consulting the Alutiiq tribe and ANCSA corporation most closely associated with the objects to insure that their transportation, care, and display, are consistent with tribal values.

All loans will be made in accordance with international, federal, state, & local regulations pertaining to the treatment of archaeological materials, and materials from protected and endangered species.

Materials from the museum's teaching collection are designed to be loaned to a broader audience than objects from the museum's other collections. The museum may loan objects from the teaching collection to educators, artists, community groups, researchers, and individuals for use in cultural events and educational opportunities. The museum will allow these objects to be handled and used for traditional purposes. All loans from the teaching collections will be made at the discretion of the curatorial staff on a short term basis, so that the objects will be continually available to the community.

I. Insurance and Risk Management

The Alutiiq Museum's collections are insured on the premises of the Alutiiq Museum, and as a general rule while in transit and while in the custody of borrowers as negotiated through loan agreements or contracts. Lenders to the museum are to be advised that the Alutiiq Museum can only afford to maintain limited insurance coverage, and they may wish to purchase their own insurance. If so, the Museum must be given a certificate of insurance that names the museum as "additional assured" for the duration of the loan, or that waives subrogation against the museum. The museum shall not accept responsibility for any error or deficiency in information that a lender furnishes to their insurance carriers, nor for any lapses in a lender's coverage.

Risk management is the responsibility of every museum staff member and any alterations in the level of security or the state of the museum's environment are to be dealt with promptly.

The museum will maintain a disaster plan that provides for the care of collections in the event of a museum emergency. At a minimum, this plan will be practiced annually and reviewed in detail by the curatorial staff every five years to insure preparedness. The emergency plan will include special provisions for the care of sacred items and culturally sensitive information to insure that these special collections are managed appropriately in the event of a disaster.

J. Care and Maintenance

The administration and curation of the Alutiiq Museum's collections shall be done in accordance with the highest standards of museum practices and in consultation with professional conservators and other museum professionals as needed. The museum's curator will establish and maintain a collections procedures manual to aid the curatorial staff in the daily care of collections and to provide a record of collections care for future museum staff.

Given the substantial amount of time and resources necessary to complete object cleaning, conservation, and cataloging, the museum will only accept collections if;

- (1) they are reasonably cleaned, conserved, catalogued, and accompanied by an object inventory and relevant collections documentation,
- (2) (or if the loaner has an agreement with a qualified technician or researcher to complete cleaning, conservation, cataloging, and the production of an inventory,
- (3) or if the loaner agrees to pay the museum for the costs of completing any necessary cleaning, conservation, cataloging, and inventorying,
- (4) or if the collection is less than 100 pieces and the curator believes that object care and documentation will not place a substantial burden on the museum staff (i.e., that volunteers can be used in cleaning and cataloging).

As a general rule, the handling of objects in all museum collections, except for the teaching collection, will be kept to a minimum to assure the protection and preservation of specimens. Similarly, items not on display or undergoing conservation will be kept in secure storage. Access to secure storage will be limited to permanent staff members. Visitors, volunteers, and temporary staff may access collections only under the supervision of a permanent staff member. Further procedures for the curation and care of materi-

als shall be outlined in a procedures manual maintained and updated by the museum's Curator.

K. Evaluations and Appraisals

Employees of the Museum shall not make appraisals (statements of monetary value) to establish the tax-deductible value on items offered to the museum for any reason. Evaluations may be made solely for internal use, such as valuations for loans.

No employee shall identify or otherwise authenticate cultural artifacts under circumstances that could encourage or benefit the illegal, unethical, or irresponsible traffic in such materials or when there is reason to believe such identifications will be used primarily for commercial purposes. Identification may be given for scientific or educational purposes or in compliance with the legitimate requests of tribal organizations, governmental bodies or their agents.

L. Personal Collecting

The Alutiiq Heritage Foundation believes that collecting activities should promote the public good rather than personal gain. As conflicts of interest, or the appearance of impropriety, may arise when any museum board, staff, or CAC member personally collects items which are similar to objects collected by the museum, members of the AHF Board of Directors, the Alutiiq Museum staff, and the Museum's Collections Advisory Committee are prohibited from

- 1) Actively collecting archaeological materials, either legally or illegally, for private use,
- 2) Competing with the museum for the purchase of items offered by private collectors, artists or public agencies to the museum's collections.
- 3) Purchasing objects offered for sale from the Alutiiq Museum's collections.
- 4) Bringing personal collections of materials like those in the museum's collections into the museum, unless approved by the curator for a museum related purpose.

A board or staff member who anticipates a potential conflict of interest in personal collecting should seek advice from the museum's curator. Any suspected improprieties should be reported to the museum's Executive Director or a member of the Collections Advisory Committee so they may be addressed by the AHF Board of Directors.

IV. REVIEWING THE COLLECTIONS POLICY

Formal review of this collections policy will take place at least once every five years from the date of last review. Proposed changes or amendments to this policy shall be brought to the attention of the Alutiiq Heritage Foundation's Board of Directors by the museum's curator. The AHF Board shall review the proposed changes and enact any revisions they believe to be necessary.

This policy was first adopted by the Alutiiq Heritage Foundation Board of Director in June 29 of 1999. It was last reviewed in the spring of 2004, and amended by the AHF Board on March 30, of 2004.