

Collection Management Policy
of the
Taylorsville Bennion Heritage Center
1488 West 4800 South
Taylorsville, Utah 84123

The mission of the Taylorsville Bennion Heritage Center (TBHC) is to tell the story of the first 100 years of the Taylorsville & Bennion communities (1848 – 1948). Its collections will be used throughout the TBHC to reflect the cultural, family, and agricultural life of our area. Priority will be given to those items which are of historical significance to our community or were owned by the families that settled this area. While we appreciate the generosity of the residents of Taylorsville and Bennion, acceptance of objects will be subject to space available for display and/or storage of the item.

Acquiring Objects:

1. Objects acquired by donation, purchase, gift, bequest, or other means must have been created or used within the boundaries of the Taylorsville Bennion area, relate to the history of the area, be typical of life in the area, or be of such historical significance that it presents an exceptional opportunity for the museum.
2. All objects must comply with the TBHC's collection policy and be approved by the collections committee composed of 3 members of the Taylorsville Historic Preservation Comm (THPC).
3. No object will be acquired which has restrictions on its exhibition, use, or ultimate disposition. Exceptions will be granted only by majority vote of the THPC.

Disposal of Objects:

1. If it is deemed necessary to dispose of objects, the disposal must be approved by a majority vote of the Collections Committee and be done in accordance with the rules and regulations of the City of Taylorsville.
2. Objects may be de-accessioned if it is determined they are duplicates, superfluous, deteriorated, incompatible, or otherwise found to be disposable.
3. An attempt will be made to notify the donor of the object about the de-accessioning of said object and to offer them the opportunity to reclaim the object. Any tax implications, such as the donor taking a tax deduction for the donation of the object, will be the responsibility of the donor if the object is reclaimed.
4. If the original donor cannot be found or does not wish to reclaim the object, the items will be surplus in accordance with the relevant ordinances of the City of Taylorsville
5. No object will be de-accessioned unless the museum can prove that it holds clear title to the object.

6. The funds from the sale of any items will be deposited in the Taylorsville's city to be used for the enhancement of the museum.

Loans:

This museum does accept incoming or outgoing loans.

Care and Control of Objects:

The museum will care for and control objects in its collection in a manner consistent with accepted professional museum standards. Objects will be stored in a safe and secure facility and reasonable effort will be made to protect, preserve, and conserve them based on accepted professional museum standards.

Access to collection:

Objects exhibited at the TBHC will be available for viewing during regularly scheduled hours of operation or as arranged by special request.

Insurance:

Appropriate insurance is provided by Taylorsville City.

Documentation:

1. Each acquisition will be documented through a deed of gift, which transfers legal ownership to the museum.
2. Upon approval by the Collections Committee, acquisitions will be added to the permanent collection and catalogued using the Past Perfect computer software. A photograph of the object will be included.
3. The collection will be inventoried on a regular basis (every 5 years) and missing items reported to the collections committee.

Ethics:

Museum personnel – employees, volunteers, and board members – will be circumspect in business and personal dealings relating to the museum and will abide by the following rules:

1. No acquisition shall be appraised by museum personnel for tax purposes.
2. No acquisition may be made in violation of city, state, or federal laws.
3. Museum personnel may borrow objects for educational or public relations purposes for a maximum of 72 hours, but they may not use the collection for personal display in a private residence or for personal gain. The borrowed objects must receive the same level of care as when they are in the museum.