



Museum of Art and Archaeology
Institutional Code of Ethics



THE MUSEUM OF ART AND ARCHAEOLOGY AT THE UNIVERSITY OF MISSOURI

Mission

The Museum of Art & Archaeology advances understanding of our artistic and cultural heritage through research, collection and interpretation. We help students, scholars and the broader community to experience authentic and significant art and artifacts firsthand, and to place them in meaningful contexts. We further this mission by preserving, enhancing and providing access to the collections for the benefit of present and future generations.

approved December 2006

CODE OF ETHICS

The collections, programs, and facilities of the Museum of Art and Archaeology are held in public trust. The Museum enjoys the trust of the community in its role as preserver of human culture and heritage and in its presentation of its materials with accuracy, honesty, and sensitivity. The non-profit status that makes the Museum tax exempt is a trust given by the federal government; foundations, public agencies, and individuals who make grants or gifts to the Museum demonstrate a public trust in their belief that the activities these funds support are educationally sound and will be used to further the stated mission of the Museum. This trust further presumes that funds are spent wisely and for the purposes stated. It is reflected in the belief of the Museum administrative governance, Director, staff, docents, interns, and volunteers that their efforts for the Museum further the greater good.

Employment by a museum is likewise a public trust. This public trust must especially be recognized by persons associated with the Museum of Art and Archaeology, and particularly by persons having important responsibilities in formulating or administering policies and procedures governing the Museum. Persons holding such responsibilities have a duty and an obligation to preserve and protect this trust. It is understood that such duty may entail the voluntary surrender of certain rights to personal privacy and economic activity. It is the goal of this Code of Ethics to preserve the public trust and the Museum's good name with the least possible intrusion on personal rights. Those individuals affected in varying degrees are full-time and part-time staff of the Museum of Art and Archaeology, including student employees, docents, interns, research assistants, volunteers, Advisory Committee members, Museum Associates board and members, and others who may serve on committees or otherwise be associated in an official capacity with the Museum.

The Museum of Art and Archaeology is a division of The University of Missouri, a State University. Its activities and those of its employees, volunteers, and associated persons are governed by the laws and regulations of the State, the University Board of Curators, and the

University administration. Acceptance of a paid or voluntary position in the Museum requires adherence to the letter and spirit of the regulations governing these institutions. The ethical principles outlined in this document supplement those regulations. This Code of Ethics shall be distributed to all Museum staff members and all those associated with the Museum; Museum staff and will sign and return the attached form acknowledging receipt, understanding and compliance with this Code of Ethics. The Museum Director will regularly review the contents of this document with staff and others associated with the Museum.

GENERAL PRINCIPLES

All persons associated with the Museum of Art and Archaeology are entitled to engage in the full range of personal and professional activities of their choice, limited by the restraints imposed in these guidelines and the following principles:

1. They shall fully and conscientiously fulfill the duties of their positions at the Museum.
2. They shall avoid conflicts of interest.
3. They shall not misuse the Museum's name, reputation, property, or services, nor shall they compromise its good will in the community.
4. They shall understand and seek to advance the Museum's mission, and make a good faith effort to comply with both the letter and the spirit of the Museum Code of Ethics and any other applicable ethical codes of conduct specific to their position or responsibilities.

MUSEUM GOVERNANCE

The Museum is supervised by a Director who is responsible for all aspects of the day to day operations of the Museum, and for management of its physical, human and financial resources. The Museum Director reports to the Dean of the College of Arts and Science, University of Missouri. The Dean of the College of Arts and Science appoints a Museum Advisory Committee, representative of the Museum's various constituencies, to advise the Museum Director. The Museum Advisory Committee serves solely in an advisory capacity. In addition to the Museum Director, the Advisory Committee consists of three permanent members (the Director of the Honors College, Director of the Museum of Anthropology, and President of the Board of Directors of the Museum Associates), six faculty members nominated by the chair of their departments (Art History and Archaeology, Classics, Religious Studies, and Art) or by the Director of the Museum and appointed for three year terms, one graduate student, appointed for a one year term; and one representative of an off-campus museum, nominated by the Director of the Museum and also appointed for a three year term. The Advisory Board selects from its members an Acquisitions Sub-Committee, which must review acquisition of collections purchased over the amount as stated in the Collections Management Policy. This Sub-Committee also acts to approve any collections to be deaccessioned as recommended by the Museum Director.

The Director is also advised by the Board of Directors of the Museum Associates, a separate 501(c)3 organization, founded and chartered to support the activities of the Museum of Art and

Archaeology. A community-based membership group, the Museum Associates is not a governing authority for the Museum, but instead acts in an advisory role. It serves to increase public awareness of and support for the Museum throughout the broader community, as well as representing the needs of different segments of the community to the Museum and helping the Museum respond effectively to those needs.

GUIDELINES FOR PROFESSIONAL PRACTICES

A. General Responsibilities

Employment at the Museum is a public trust and involves great responsibility. In all activities, Museum employees must act with integrity and in accordance with stringent ethical principles as well as with the highest standards of objectivity and fairness.

Every employee is entitled to engage in a full range of professional and personal activities with a measure of individual independence equal to that granted comparable professionals in other disciplines and consistent with his/her professional and staff responsibilities. Loyalty to the Museum must be paramount, since museums enjoy high public visibility and their employees a generous measure of public esteem. To the public, museum employees are never wholly separate from their institution. Any museum-related action by employees may reflect on the institution or be attributed to it.

B. Professionalism

Members of the Museum's administration should respect the professional expertise of the Museum staff, who have been engaged because of their special knowledge or ability in some aspect of Museum activity. Governance should be structured so that the resolution of issues involving professional matters incorporates the opinions and professional judgments of relevant members of the Museum staff. In addition to the Code of Ethics outlined here, members of the Museum's professional staff may also be subject to ethical codes based upon their professional or disciplinary expertise. If any individual feels that there is a significant difference between their ethical obligations to the Museum and those specified by codes specific to their discipline, s/he should bring the matter to the attention of the Director; since codes of ethics cannot address every potential situation, it is presumed that the more conservative or rigorous ethical practice should be observed.

C. Conflict of Interest

Museum employees should never abuse their official positions or their contacts within the Museum community; impair in any way the performance of their official duties; compete with the institution; or bring discredit to the Museum or to the profession in any activity, Museum-related or not. They must be prepared to accept, as conditions of employment, the restrictions that are necessary to maintain public confidence in the Museum's goals and in the museum profession; they are, therefore, expected to agree to act in conformity with these Guidelines for Professional Practices.

The reputation and name of the Museum of Art and Archaeology are valuable assets and should not be exploited either for personal advantage or the advantage of any person or entity. Information about the administrative and non-scholarly activities of the Museum that an employee may acquire in the course of his/her duties, and which is not generally known or

available to the public, must be treated as information proprietary to the Museum. Such information may not be used for personal advantage or for purposes detrimental to the Museum or its mission. No person associated with the Museum may use confidential information (e.g. information about donors or ownership of works of art) acquired through his/her position in any outside employment or activity without the express prior written consent of the Museum Director.

Conflicts of interest are further defined and regulated by the University Board of Curators' "Policy on Commitment of Time, Conflict of Interest, Consulting, and Other Employment." All staff members are required to familiarize themselves with the terms of this policy; copies are available in the Human Resource Services Department and also located on-line.

Staff members should be circumspect in referring members of the public to outside suppliers of services, such as appraisers, conservators, or framers. Whenever possible, more than a single qualified source should be provided so that no appearance of personal favoritism in referrals is created.

Whenever a matter arises that could be perceived as a conflict between the interests of the Museum and an outside or personal interest of an employee or an employee's family, the employee should bring the matter to the attention of his/her supervisor for resolution.

D. Consulting and Other Employment

Consulting and outside employment by Museum staff members are governed by the University Board of Curators' "Policy on Commitment of Time, Conflict of Interest, Consulting, and Other Employment." Outside employment by classified staff is regulated as defined in the University's *Classified Staff Handbook*. All staff members are encouraged to familiarize themselves with the terms of these policies; copies are available in the Human Resource Services Office and also located on-line.

The University, under policies of the University Board of Curators, requires designated staff members to report consulting arrangements, significant financial or managerial interests, and employment in outside entities whose financial or other interests would reasonably appear to be directly and significantly affected by their research or other University activities. Staff members are regularly notified of these requirements by the University when such reports are expected.

E. Use of Museum Property and Services

Except in a purely incidental way, University resources, including but not limited to facilities, materials, personnel, software, equipment or services, may not be used in external activities unless written approval has been received in advance from the Museum Director or his/her designee. Such permission shall be granted only when the use of University resources is determined to further the mission of the institution. When such permission is granted, the staff member will make arrangements for reimbursement to the University for customarily priced institutional materials, facilities, or services used in the external activity. Such use may never be authorized if it violates the University Board of Curators' policy on "Sales of Products and Services."

No person may use the Museum's collection in any non-Museum matter or context without the prior written consent of the Museum Director. No staff member shall use in his/her home for any other personal purpose of storing or exhibiting any object or item that is part of the Museum's collections or under the guardianship of the Museum, or use any other resources of the Museum except for the official business of the Museum of Art and Archaeology and as

approved by the staff member's supervisor. Objects from the collection may not be used to decorate offices, etc.,

F. Use of University Name or Museum Name

As stated in the University Board of Curators' Policy, the name of the "University Board of Curators" or the name of the "University of Missouri" may never be used as an endorsement of a Museum staff member's external activities without expressed and advance written approval of the Chancellor and/or the University Board of Curators. Museum staff members may list their institutional affiliation in professional books, articles, and monographs they author or edit and in connection with professional workshops they conduct or presentations they offer.

Likewise, the name of the Museum of Art and Archaeology shall not be used by staff members or volunteers in activities external to the Museum, except as a required statement of place of employment. Staff members shall be careful not to affiliate the name of the Museum with the expression of social, historical, economic, or political opinions or viewpoints, except as officially approved by the Museum's Director.

G. Political Activity

Political activities by staff members are governed by the University Board of Curators policy. Copies of these policies are available in the Human Resource Services Department and on-line. These policies describe the provisions relating to seeking election or appointment to public offices or political positions.

H. Personal Collecting

Personal art collecting by members of the staff is allowed, subject to the following guidelines for persons having significant responsibility for acquiring art objects for the Museum of Art and Archaeology (Director, Assistant Directors, Collections Curators, and Registrar, hereafter called Collections Committee Staff).

1. Collections Committee Staff shall not become involved in any transactions that by virtue of their office give rise to a conflict of interest, or to the appearance of a conflict of interest.
2. Collections Committee Staff shall not sell to or trade works of art with the Museum except where the specific transaction is approved in advance in writing by the Dean of the College of Arts and Science.

To aid in the administration of these Guidelines for Professional Practices, the Museum shall have the option to purchase from a Collections Committee Staff person at his/her cost, including related expenses, any art object such staff member has acquired under circumstances that involve a known conflict of interest. The option to purchase shall be exercised by the Museum within 90 days of disclosure by the Collections Committee Staff of the facts involved, whether by voluntary action of the Curator or by action of the Committee, which may request all pertinent details for its consideration. The right of the Museum to acquire from a Collections Committee Staff member shall not extend to art objects collected prior to the date he/she became a staff member. Art objects that are genuine bequests or genuine personal gifts to a Collections Committee Staff person shall be exempt from the Museum's right to acquire. Objects deaccessioned from the Museum may not be sold to or acquired by Museum staff, volunteers,

committee members or others affiliated with the Museum.

While it is expected that the foregoing and other requirements of these guidelines will be effective in minimizing or eliminating conflicts of interest, it is suggested that where doubt exists as to the presence of a conflict, the Collections Committee Staff person should present full details orally or in writing to the Collections Committee for a determination prior to proceeding with the contemplated transaction.

I. Art Dealing

No Collections Committee Staff person shall act as an art dealer. Upgrading a personal collection by occasional trades or purchases is not considered dealing in works of art. The acquisition and deletion of objects from a personal collection may require disclosure as set forth in Section H. The sale of art objects is prohibited on Museum premises except where indicated in Museum policy relating to the Museum Shop and events organized by the membership group, Museum Associates.

J. Loans of Art Objects to the Museum by Staff or Members of the Museum Associates Board or the Museum Advisory Committee

While loans of objects by Museum Staff, Museum Associates Board Members, or Committee Members can be of benefit to the Museum, it should be recognized that exhibition can enhance the value of the exhibited object and thus the loan may be perceived as a conflict of interest. Care should be used to maintain objectivity in such cases. In any case where such a conflict might be perceived, particulars regarding potential conflicts of interest must be fully disclosed and made transparently available to others, and if the individuals involved have a formal or informal role in decision-making within the Museum they should recuse themselves from all related discussions.

K. Staff Assistance

Members of the Museum Advisory Committee, Museum Associates Board, University administration, faculty, staff, docents, interns, and volunteers may receive technical assistance and expertise from the Museum staff, to the extent that such assistance would be offered to a member of the general public.

L. Equal Opportunity

Extensive laws, regulations, and procedures of the federal government and the University govern matters pertaining to equal opportunity in employment in the Museum. Staff members and volunteers are expected to support and carry out these policies without hesitation. No person shall be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination in regard to any event or activity of the Museum on the basis of race, color, sex, disability, religion, national origin, ancestry, sexual orientation, marital, or parental status, and, to the extent specified by law, age, or veteran status. All staff and volunteers shall make diligent efforts to ensure maximum accessibility to all of the Museum's activities for persons with physical impairments.

M. Interpersonal Relationships

Professional Museum workers must always be dedicated to the high standards and discipline of their profession, but they must also remain mindful that they are employees as

well as independent experts. While they must strive for professional excellence in their own specialty, they must at the same time remember that they are part of a team effort and must cooperate supportively with their colleagues.

N. Inter-Institutional Cooperation

The Museum, in pursuing its goal of contributing to the preservation of humanity's cultural heritage and the increase of knowledge, should respond positively to opportunities for cooperative action with Missouri museums and other institutions nationally and internationally to further this goal.

O. Ownership of Scholarly Material

Staff members are encouraged to write and publish, both for the Museum and independently. Ownership of work results and copyright is governed by the University's "Copyright Policy." Copies of both documents are available in the Human Resource Services office and on-line.

P. Development and Fundraising

The Museum's ability to fulfill its mission and serve its public depends, in large part, on the scale of resources available. Funding from businesses and individuals through development and fundraising activities enhances the Museum's capacity to achieve its mission and serve its audiences more effectively.

As part of the University of Missouri, all development and fundraising activities will be in compliance with applicable law and in accordance with established University policies. Such support must always advance the Museum's stated mission and avoid real or perceived conflicts of interest. While restrictions or conditions of support are generally not accepted, if in a particular instance such conditions are accepted they must be explicitly stated and agreed by all parties in writing at the time of the gift.

While the Museum does not exclude particular businesses or categories of businesses from support of Museum activities, any offers of support, underwriting or sponsorship--and any attendant forms of recognition--will be reviewed on a case by case basis to ensure that the support advances and is consonant with the Museum's stated mission.

Q. Records Retention

The Museum of Art and Archaeology, as a unit of the University of Missouri, follows the University's document retention and destruction guidelines (sections 901-911 of the University's Business Policy Manual). These include guidelines for retention and disposal of a range of records, handling of confidential records under both FERPA and HIPPA guidelines, backup, imagery and web access to documents, archival procedures, records audits (section 910) and electronic records (section 911).

R. Whistleblower Protection

The Museum of Art and Archaeology is subject to the University of Missouri's official whistleblower policy, stated in HR-520 "Reporting University Related Misconduct," which states that "any threat of or attempt to penalize or retaliate against an employee for filing a good faith report or participating in the investigation of a good faith report regarding University-related misconduct will be considered a separate and distinct violation of University policy."

Employees or others who suspect fraud or fiscal misconduct may report their concerns without fear of reprisal, either through their supervisors, higher level supervisors, or through the formal University Fiscal Misconduct Reporting Line, which is securely managed by an outside provider. The toll-free number is (866) 447-9821. The website to submit a report is <https://www.compliance-helpline.com/UM.jsp>.

VOLUNTEERS

Volunteer participation within the Museum of Art and Archaeology is a strong and vital tradition. The Museum's programs could not continue without the contributions and personal involvement of devoted volunteers. Volunteers constitute any person who is working for or on behalf of the Museum who is not on the Museum payroll. The staff should be supportive of volunteers, receive them as fellow workers, and willingly provide appropriate training and opportunities for their intellectual enrichment. While volunteers participate in many Museum activities, those with access to the Museum's collections, programs, and associated privileged information work in areas that are sensitive and must adhere to the Museum's stated policies.

Access to the Museum's internal activities and information is an honor, yet the lack of material compensation for effort expended on behalf of the Museum in no way frees the volunteer from adherence to standards that apply to paid staff. Volunteers must work toward the betterment of the institution and not for personal gain other than the gratification, knowledge and satisfaction derived from Museum participation.

Although the Museum may accord them stated special privileges, volunteers should not accept gifts, favors, discounts, loans, or other dispensations of things of value that accrue to them from other parties in connection with carrying out duties for the institution. Conflict of interest restrictions placed upon the Museum staff must be explained to volunteers and, where relevant, observed by them.

Volunteer organizations associated with the Museum, including but not limited to the Museum Associates Board of Directors, Museum Docents and the Museum Advisory Council of Students (MACS), should understand clearly the policies and programs adopted by the Museum and must adhere to the administrative application of such policies and programs. Volunteers must hold confidential those matters of program function and administration that are not generally known or available to the public.

COLLECTION MANAGEMENT POLICIES

A. Management, Maintenance, and Conservation

The Museum of Art and Archaeology derives its central purpose and its usefulness to the University and the general public from its collections, which are an essential part of the cultural fabric shared by the University, city, state, nation, and world. An ethical duty of the Museum is to transfer to posterity, when possible in enhanced form, the material record of human culture. The Museum Director and curatorial staff must maintain intellectual and custodial control over the collection, monitoring the location and condition of the objects held.

Each object is an integral part of a historical and cultural composite, including a body of

information about the object that establishes its proper place and importance and without which the value of the object is diminished. The maintenance of this information in orderly and retrievable form, its public availability where appropriate, and the educational programs whereby the public may better understand the collections are critical concerns of the Museum staff, especially those charged with collections management.

Procedures must be maintained for the periodic evaluation of the condition of the collections and for their general and specific maintenance in keeping with professionally accepted standards. Management of the Museum's holdings is governed by its formally reviewed and approved Collections Management Policy.

B. Acquisitions

The acquisition of works of art and artifacts is one of the principal activities of the Museum. Acquisitions must also serve the Museum's other purposes: to preserve and conserve works of art and objects of material culture for future generations, to display these works according to the highest professional Museum standards, to encourage the study of works of art and archaeology, and to provide a high level of understanding to the broadest possible audience or audiences.

Growth of the Museum's collections is by selective acquisition. In the acquisition of objects, the Museum must carefully weigh the interests of the public for which it holds the collection in trust, the donor's intent in the broadest sense, the interests of the scholarly and the cultural community, and the Museum's own financial well being. Toward these goals, the Museum seeks to develop a collection that is as broad and comprehensive as possible, within certain limitations. As a rule, acquisitions must support the teaching and research mission of the University. In deciding whether to acquire works, the Museum will consider the appropriateness of the object or objects relative to the University's other permanent collections, particularly the ethnological collections of the Museum of Anthropology, and work cooperatively with other museums on campus to best advance the interests of the University and the communities it serves.

While the State of Missouri owns and bears legal responsibility for the Museum of Art and Archaeology's collections, the Director and curatorial staff of the Museum are best qualified to assess the pertinence of an object to the collection or to the Museum of Art and Archaeology's programs. If necessary, the Director and curatorial staff may consult outside experts in the field. The Director and the curatorial staff are responsible for the search for possible acquisitions. Normally, acquisitions are proposed to the Director by one of the Museum curators after a professional review of the objects' authenticity, provenance, attribution, condition, and significance. The appropriate Curator must present a formal acquisition proposal including this information to the Collections Committee; this recommendation becomes part of the permanent object file. The Director may perform this curatorial role within his/her area of expertise. The Director and/or curators should consult with members of the faculty, or other individuals, when additional expertise is needed or desired. For purchases over an amount determined by the Dean of the College of Arts and Science, the proposed acquisition must be reviewed by the Museum Advisory Committee or its delegated Acquisitions Sub-Committee. If the Advisory Committee or Acquisitions Sub-Committee does not concur with the proposed acquisition, the decision to acquire will only be made in consultation with and following approval by the Dean of the College of Arts and Science.

No object may be acquired, by either purchase or gift, without the Museum Director's approval. The majority of the Collections Committee and Director's approval is sufficient for purchases, except when additional approvals are required by the terms of a bequest, endowed

fund, or contribution. The President of Museum Associates is consulted in regard to expenditures of Museum Associates funds.

Objects acquired by the Museum must have a valid legal title. The Museum will acquire an object only when it is reasonably certain that the work has not been derived from illicit trade and that its acquisition does not contribute to the continuation of illicit trade in antiquities or works of art. Gifts and bequests should preferably be of an unconditional and unrestricted nature, and no work should be accepted with any guarantee of display, publication, perpetual ownership, attribution, or valuation by the Museum. In the case of a bequest that includes such restrictions or conditions, the Director may, however, decide that the object is of sufficient merit to warrant acceptance of the restrictions. Any limitations or restrictions must be clearly stated in the Deed of Gift or other instrument of conveyance.

Standard research on objects being considered for acquisition should include a request that the sellers, donors, or estate executors offering an object provide as much provenance information as they have available in order to ensure that the object or objects are not derived from illicit excavations or antiquities trafficking, or were improperly appropriated during the Nazi era. If credible evidence of improper origin or appropriation is discovered, the Museum should notify the donor, seller, or estate executor of the nature of the evidence and should not proceed with acquisition of the object until taking further action to resolve these issues. Depending on the circumstances of the particular case, prudent or necessary actions may include consulting with qualified legal counsel and notifying other interested parties of the Museum's findings. Under certain circumstances acquisition of objects with uncertain provenance may reveal further information about the object and may facilitate the possible resolution of its status. In such circumstances, the museum may choose to proceed with the acquisition after determining that it would be lawful, appropriate, and prudent and provided that the currently available object and provenance information is made public as soon as practicable after the acquisition.

Antiquities considered for acquisition should be accompanied by documentation showing they were not illegally exported from their country of origin after November 17, 1970, the date of the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property.

C. Accessions

Works of art or artifacts acquired by the Museum, through purchase, gift, bequest, or exchange, are normally accessioned into the collection, with the exception of works that do not merit accessioning but that are included in a larger group of objects acquired either through gift or purchase. These objects may be placed in the Museum's Reserve Collection or disposed of in accordance with the Museum's Collections Management Policy. Decisions regarding accessions are proposed by the Museum curators and must be approved by the Director.

D. Deaccessions

To deaccession is to remove an object permanently from the collections. The objects in the Museum's collections are held in trust for the people of the State of Missouri. Great care must be taken in making decisions to withdraw an object from the collections.

In addition to the statutory basis for deaccessioning, the Museum has further restricted and defined the process as follows. Deaccessioning of objects from the collection must be for the sole purpose of improving and refining the quality of the Museum's collection. The result of

deaccessioning, either through transfer, exchange, sale, donation, or destruction, should be based on the best interests of the Museum, the University of Missouri, the scholarly and cultural community represented, the donor's intent in the broadest sense, the public trust, and the public the Museum serves. The Museum should attempt to ensure that the deaccessioned object continues to receive proper care and retains its documentation. Deaccessioning shall not be undertaken on the basis of cash value of any object to be sold. Deaccessioning shall be considered for the following reasons:

1. The object is not relevant or useful to the Museum according to the Museum's Mission Statement.
2. The object is of poor quality, either intrinsically or within its class. The object does not have sufficient study value as to warrant its retention in the collections, or the specific collection, as a whole, is not of sufficient scale and importance to warrant the support of study examples.
3. The object is inferior to a similar example in the collection, or is a duplicate and has no value as part of a series or set.
4. The authenticity, attribution, or genuineness of the object can be shown to be false or fraudulent, and the object lacks sufficient aesthetic merit or artistic importance to warrant retention. In the case of a forgery the object shall be so marked before disposal.
5. The object is in such poor condition that proper repairs are not feasible or will render the object essentially false.

All recommendations for deaccession must originate with the appropriate Curator having jurisdiction over that portion of the collection, or the permanent staff member exercising curatorial responsibility for that portion of the collection in the absence of a Curator (normally restricted to the Registrar, Assistant Director for Curatorial Services or Museum Director). In recommending deaccessions to the Museum Director, the Curator having jurisdiction shall present a written statement of the purpose and justification, observing the highest standards of scholarship and professional practice. It is the responsibility of the Director to make sure these standards are observed and that the Museum holds clear title. The Director shall also determine that legal or contractual considerations do not prevent deaccessioning. If the Director approves, the Director and Curator having jurisdiction shall then present the proposal to the Collections Committee for approval. If approved by the Committee, the Director shall then make the recommendation to the Acquisitions Sub-Committee of the Museum Advisory Committee. Supporting material shall include at least the following: signed recommendation, accession number, description of object, method of acquisition, proposed means of disposal, condition report, justification, and estimated value if known. All written materials relating to the deaccession shall be kept as part of the Museum's permanent records. Before disposal, all accession numbers and other identifications relating to the Museum of Art and Archaeology shall be removed from the object or marked to indicate removal from the Museum's holdings.

Having been approved through the process outlined above, deaccessioning shall be conducted in such a way as to maximize improvement of the Museum's collection, while preserving its integrity and reputation. This may be accomplished through sale at public auction; sale to, exchange, transfer to another unit within the University of Missouri; sale or donation to another museum or institution; or through consignment or sale to a dealer or other buyer subject

to University regulations. The Director in consultation with the Curator involved shall decide in each instance whether it is in the Museum's best interest for its ownership of the works to be revealed.

No person associated with the Museum of Art and Archaeology, or any representative or relative of such person, may acquire a work of art deaccessioned by the Museum of Art and Archaeology. This prohibition also applies to individuals with a previous relationship with the Museum, for a period specified in the Museum's Collections Management Policy.

Income derived from deaccessioned objects shall be used solely for the purchase or acquisition of other art works. Objects of minimal or no market value may be used for study purposes or destroyed.

When an object that was a gift to the Museum is deaccessioned, the objects acquired with the income shall be credited to the original donor in the manner specified in the Museum's Collections Management Policy, either singly or in combination with the names of other donors or funding sources contributing to the new acquisition.

E. Repatriation and Restitution

Should it be conclusively proven that an object that has been acquired by the Museum was illegally exported from its country of origin or from the country where it was last legally owned, the Museum will, under appropriate circumstances, take reasonable steps for the return of the object to the country establishing the clearest claim. The Museum Director and Curators shall make every effort to ensure that no such claims exist before making acquisitions. If the Museum determines that an object in its collection was unlawfully appropriated during the Nazi era without subsequent restitution, or under other, similar circumstances, the Museum will seek to resolve the matter with the claimant in an equitable, appropriate, and mutually agreeable manner.

All claims of ownership asserted with objects in its collections will be addressed openly (to the degree possible and appropriate), seriously, responsively and with respect for the dignities of all parties involved.

F. Loans

The Museum of Art and Archaeology lends objects from its collection to other non-profit institutions for temporary exhibitions for scholarly and educational purposes. Objects are not lent to University Departments or Administrative Offices for decoration purposes.

Loan requests must be reviewed and approved by the Director and appropriate Curators, based upon the following criteria:

1. The condition of the objects.
2. The value of the objects.
3. The impact of the loan upon the Museum of Art and Archaeology's exhibitions, education programs, and support of teaching and research.
4. The quality and importance of the exhibition or project for which the loan is requested.
5. The qualifications and expertise of the requesting institution.
6. The facilities, physical environment, and security arrangements of the requesting institution.

From time to time the Museum of Art and Archaeology borrows objects from individuals or institutions to advance its programmatic or research interests. All incoming loans will be governed by the following provisions:

1. Loans will only be accepted where there is a clear connection between acceptance of the borrowed object(s) and the Museum mission, and that the inclusion of the borrowed object(s) will not reduce the intellectual integrity of the exhibition or research project in which the object(s) may be included.
2. Loans will only be accepted after examination of the lender's relationship to the Museum to ensure that there are no real or apparent conflicts of interest relating to the loan (for example, where the lender has a formal or informal decision-making role within the Museum). In any case where such a conflict might be perceived, individuals involved must recuse themselves from the decision-making process, and particulars regarding potential conflicts of interest must be fully disclosed and made transparently available to others.
3. Under no circumstances may the Museum accept fees, compensation or commissions from the sale of objects borrowed for exhibition. This does not apply to displays of objects explicitly organized for sale, such as craft shows or related programming.

The Museum retains full decision-making authority over any exhibition or program involving borrowed works, and will consult with the lender regarding proper interpretation and display. If the Museum receives financial or non-financial support from a lender, that support will be made public.

G. Appraisals of Art Objects

Museum staff is normally prohibited from providing appraisals or monetary valuations of works of art to any party outside the Museum. Exceptions will only be made, with prior approval in writing from the Director, for appraisal or authentication of materials as a professional courtesy for other museums, non-profit institutions, governmental or law-enforcement agencies. While such an exception may be appropriate in certain situations, it requires the utmost care by Museum staff to avoid any real or perceived conflict of interest.

In seeking and accepting gifts to the Museum, no member of the staff shall provide any sort of monetary valuation of art objects for the donor. For purposes of internal record keeping and insuring the collection, however, the Museum shall establish values for the works in its collection, exercising care not to communicate those valuations to the donor.

The donor of an object must be solely responsible for obtaining and paying for appraisals and valuations for his/her own purposes, including tax deductibility. If donors request assistance in determining the value of works being offered, Museum staff will provide either the names of multiple possible appraisers or contact information for national associations referring competent appraisers, or both. The Museum of Art and Archaeology shall avoid any action that might appear to be an effort to assist the donor in securing an income tax deduction, beyond those documentary actions mandated by governmental revenue authorities. Curators and others involved with gifts of art objects to the Museum must be familiar with IRS Publication 526 dealing with the valuation of donated property, especially as concerns the rules relating to charitable gifts of art objects and the appraisal requirements as described in the instructions to IRS Form 8283.

H. Commercial Use

In arranging for the manufacture and sale of reproductions, replicas, or other commercial items adapted from objects in the Museum of Art and Archaeology's collections, all activities must be carried out in a manner that will neither discredit the integrity of the Museum nor trivialize or damage the original object. Great care must be taken to identify replicas and reproductions as what they are in a manner that will be permanent. Great care must also be taken to ensure the accuracy and high quality of their manufacture. Antiquities or ancient items, archaeological objects or sensitive ethnographic objects will not be sold by the Museum or the Museum Store, nor will the Museum or the Museum Store promote activities that might promote the illicit trade in antiquities, looting of archaeological sites, or improper alienation of cultural property.

I. Availability of Collections

While the Museum of Art and Archaeology assumes as a primary responsibility the safeguarding of its collections and therefore must regulate access to them, the collections should be made available to the general public, within regularly maintained hours that are published routinely and on a nondiscriminatory basis. Works of art in storage should be made available for viewing by appointment, but non-Museum staff must always be supervised by an appropriate Museum staff member. Access to some parts of the collection may be restricted due to active scholarly use by staff members and scholars, but normally only for the duration of the immediate research effort. Areas where stored collections are maintained should be organized for the purposes of conservation and security and also categorized, to the extent possible, for easy access for research and study.

J. Truth in Presentation

It is the responsibility of Museum professionals to present accurate information about the works of art the Museum owns, exhibits, interprets or publishes. This forms a part of the primary charge of the Museum to preserve significant materials unimpaired for the future. Intellectual honesty and objectivity in the presentation of objects is, therefore, the duty of every individual associated with the Museum of Art and Archaeology, whether in a paid or unpaid capacity.

REVISION AND UPDATES

The Museum of Art and Archaeology is committed to openness and transparency in the creation and implementations of its policies. Both the Museum's Code of Ethics and Collections Management Policy are living documents, subject to ongoing change and revision over time. The current version of both documents is available at the Museum's website at <http://maa.missouri.edu>.

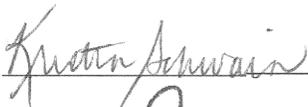
The Museum Director will dedicate at least one staff meeting per year to discussion of these policies, and issues relating to these policies and their interpretation may be considered at any time. Revisions and updates may be made at any time, and following review and approval by the Museum's governing authority will take effect and be posted on the Museum's website.

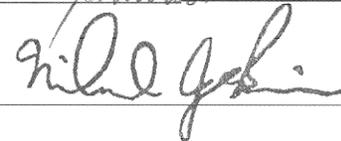
Revised February 2008

COMPLIANCE AGREEMENT

I have read the **Code of Ethics** of the Museum of Art and Archaeology at the University of Missouri-Columbia and hereby affirm that I understand its contents and will uphold, adhere and enforce its policies.

Museum Director:  Date: 4/29/09

Museum Advisory Committee Chair:  Date: 4/29/09

Dean of the College of Arts and Science  Date: 4/29/09

MUSEUM STAFF ADDENDUM

**MUSEUM OF ART AND ARCHAEOLOGY
CODE OF ETHICS
COMPLIANCE AGREEMENT**

I have read the **Code of Ethics** of the Museum of Art and Archaeology at the University of Missouri-Columbia and hereby affirm that I understand its contents and will uphold and adhere to its policies.

Museum Staff Name _____
(please print)

Museum Staff Title: _____

Museum Staff Signature: _____ Date: _____

Museum Director Signature: _____ Date: _____