



ADVANCING THE WAY WE BUILD AND LIVE

FRANK LLOYD WRIGHT FOUNDATION COLLECTIONS MANAGEMENT POLICY

April 12, 2021

[2/20/25—Policy currently being updated with plans to be presented to the Preservation Committee in April 2025]

FLWF MISSION

VISION: *In the words of Frank Lloyd Wright, “to make life more beautiful, the world a better one for living in, and to give reason, rhyme, and meaning to life.”*

MISSION: *The Frank Lloyd Wright Foundation inspires people to discover and embrace an architecture for better living through meaningful connections to nature, the arts, and each other.*

PRESERVING *the buildings, landscapes, collections, and communities of Taliesin and Taliesin West, Frank Lloyd Wright’s own homes and studios and the most personal expressions of his work, to provide experiences that will inspire and challenge visitors to build and live better.*

EDUCATING *a worldwide audience about the continued relevance of Wright’s architectural and cultural legacy through tours, exhibits, performances, school and youth programs, and digital engagement.*

INFLUENCING *the growth of architecture, design, and planning by collaborating with universities, scholars, practitioners, and industry at the intersection of nature and the built environment.*

The Frank Lloyd Wright Foundation (FLWF) was founded in 1940. Formalizing the structure of the existing organization which had developed following Mr. Wright’s death in 1959, the Foundation’s role began shifting towards preserving his legacy and the Collections he left behind, which today is a core part of executing our mission.

Historical resources—including collections of objects, the built environment, and cultural landscapes—provide the tools through which we interact with the past. The comprehensive buildings, landscapes, collections of art, artifacts, furnishings, prototypes, personal effects, ephemera, documents, books, and photographs related to Frank Lloyd Wright, and specifically Taliesin and Taliesin West, are essential to the mission of the FLWF. Preservation, education, and public programs require a representative presence of these collections to present an accurate narrative and visually demonstrate the relevance of the sites’ stories to contemporary living choices and architectural thought.

COLLECTIONS DEPARTMENT MISSION STATEMENT

To achieve the mission of the FLWF, the Collections Department

- assembles, preserves, maintains, and makes available for research and exhibition collections and comprehensive sources of knowledge and information about Wright's work and life, including the legacy that followed his passing in 1959 ("Wright Legacy");
- is an easily accessible and valuable resource for material related to the Wright Legacy for Foundation staff, scholars, and the public; and
- makes collections and resources related to the Wright Legacy fully available for public engagement consistent with best professional standards.

SCOPE OF COLLECTIONS

Collection Priorities:

- Primary Priority: Pre-1959 material related to Frank Lloyd Wright, including historic buildings and landscapes, furniture and decorative designs by Wright, his art collections, personal library, architectural instruments, musical instruments, clothing and accessories, and carriages.
- Secondary Priority: Pre-1985 materials that demonstrate how Wright's Legacy was continued by Olgivanna Lloyd Wright and his family, the Taliesin Fellowship founded in 1932, and Wright's successor firm, Taliesin Architects (TA, originally Taliesin Associated Architects).
- Tertiary Priority: Post-1985 materials that demonstrate the integral connection of TA (closed in 2003) and the Frank Lloyd Wright School of Architecture through July 31, 2017 as a continuation of Wright's Legacy; and such related materials that illuminate how Wright's influence and inspiration continue to impact the lives of those closely associated with his Legacy, including scholars, students, current owners of Wright homes, and collectors of Wright material.

CODE OF ETHICS

The Collections Department recognizes that its role as steward of the Collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and responsible deaccessioning or other means of removal. Decisions regarding capitalization of collections are made by the Finance Department in consultation, where needed, with the Board of Trustees. No individual may use his or her position in the FLWF for personal gain or to benefit another at the expense of the FLWF Collections, its mission, its reputation, or the society it serves. Collections-related activities will promote the public good rather than individual financial gain.

FLWF staff, volunteers, and Trustees cannot

- compete with FLWF for materials that fall within the Scope of Collections;
- use their titles or affiliations to derive profit or personal gain directly or indirectly;
- commercially buy or sell materials that fall within the Scope of Collections;
- engage in activity that presents a conflict of interest with FLWF, including misrepresenting their role with FLWF for personal gain; or
- accept gifts of materials that fall within the Scope of Collections, unless first offered, and rejected by, the Collections Department.

DOCUMENTATION

Documentation comprises all legal, curatorial, and managerial records associated with Collections. Documentation is an ongoing process that exists in a variety of formats including electronic databases and paper files. Records for each collection will be maintained in perpetuity. Existing paper records will be kept, and new digital records will be created and entered into the appropriate collections database. Documentation for all activities related to acquisition, location, loans, conservation, preservation, and use of materials and records (for research, exhibition, publication) will also be recorded as part of Collections management protocol. Electronic databases on the server and the cloud are backed up daily by the IT department. Other electronic records are kept on the shared drive in project folders (backed up daily by the IT department).

APPRAISALS

The Collections Department welcomes suitable donations that fall within our Scope of Collections. However, following IRS rules for valuation and appraisal, FLWF staff may not provide appraisal services. Donors can be directed to IRS publication 561, Determining the Value of Donated Property for detailed information. If asked, FLWF staff may refer donors to recognized professional appraiser organizations to assist them in finding a qualified appraiser to meet tax law requirements.

INTELLECTUAL PROPERTY RIGHTS

The FLWF holds the artistic, literary, and design rights of Frank Lloyd Wright and members of the Taliesin Fellowship, employees of the Foundation, and others that have created works made for hire, works under license, and other intellectual property inuring to the benefit of the FLWF. The FLWF also owns registered and unregistered trademarks associated with its work, and rights of publicity associated with the name and likeness of Frank Lloyd Wright. Requests for reproduction rights for use of any of these must be cleared through the responsible departments of the Foundation, and fees may apply. Non-commercial requests are handled by the Collections Department, while commercial requests are handled by the Licensing Department.

FLWF does not editorialize or take a position on the narratives or conclusions of essays, articles, or books for which its permissions to include its copyrighted materials are made. The FLWF, however, reserves the right to refuse applications for reproduction permissions for works not based on solid research and scholarship and that lack reputable publishing options, or relates to scandalous, immoral, or unethical subject matter not of historical interest. No grant of reproduction rights by FLWF shall take any form as to constitute either an endorsement or recommendation of the works in which these materials appear.

COLLECTION CATEGORIES

Collections are divided into categories and managed according to different professional standards. It is important to identify and document which collection an item belongs to and care for it according to that collection's standards. For example, a book is catalogued and cared for differently if it is in the WWP Library, the Fine and Decorative Art Collections, an Archival Collection, or the Functional Collection.

- **Archival Collections**

FLWF Archival Collections include Wright-related books, periodicals, and ephemera; TA Archives (disposition still to be determined); FLWF Institutional Archive (includes Taliesin and Taliesin West drawings, photographs, documents, and preservation samples); Oral History Collection, Photograph Collections, Personal Collections, Licensing Archive, Image and Digital Asset Collections, Audio and Video Collections, and Vertical Files (Research Files on Projects, People, and Miscellaneous Subjects).

- **Buildings and Landscapes**

Historic structures and landscapes (including individual landscape features) at Taliesin and Taliesin West reveal life and work of the Fellowship and have historic significance, reflect organic principals, and are more than merely functional are considered part of the Foundation's Collections. Care of the Buildings and Landscapes is guided by the Secretary of the Interior's standards for the treatment of historic properties, as well as city and state historic preservation department regulations. As a functioning site, the Secretary of the Interior has prescribed the Standards for Rehabilitation as guidelines for care of Taliesin and Taliesin West. However, use of more restrictive guidelines (Preservation and Restoration) may be used when appropriate.¹

The Buildings and Landscapes Collections of Taliesin West include those buildings and their surrounding man-made landscapes identified in Zone 1, 2, 3 and sections of Zone 4 of the Taliesin West Preservation Master Plan². The sections of Zone 4 include William Wesley Peters (WWP) Conference Room, Administrative Buildings, surrounding outdoor terraces, Atrium, and Bookstore. Additional elements are the Crescent Apartments, trail markers, Tea Circle, Montooth Cottage, Carousel, Lockhart Cottage and Studio, Ling Po Cottage, Desert House, Pfeiffer House, and the Taliesin West Shelter zone (as described in the City of Scottsdale Taliesin West Historic Preservation Plan, 2008). Those at Taliesin include Taliesin House complex, Midway Barn complex, Hillside Home School complex, Unity Chapel, Tanyderi, Romeo and Juliet, Engineer's Cottage, Joe's Cottage, Taliesin Dam and Gate, the Historic Entrance on Highway 23, and the Lloyd Jones Farmhouse, Barn, Stone Building, and Cheese Cave.

As Wright's architecture is a reaction to the landscapes in which it is set, the natural landscapes of both properties are important and contribute to the justification for inscription as National Historic Landmarks (Taliesin 1975 and Taliesin West 1982) and UNESCO World Heritage sites (2019). In addition to the manmade landscapes and gardens adjacent to the Buildings of the collection, viewsheds of natural open space from the buildings are included in the collection. At Taliesin West, the viewsheds included are outlined in Figure 8-21 in Taliesin West Preservation Master Plan. At Taliesin, the natural landscapes and viewsheds include the Taliesin Pond, the views from Taliesin to the Welsh Hills, the view from Taliesin to Tanyderi, the view from Midway Barn to the Welsh Hills, the view from Tanyderi to Taliesin, and the view from Hillside Home School Assembly Hall to the contoured farmland of Midway.

¹ "The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitation, Restoring and Reconstructing Historic Buildings," National Park Service, accessed March 1, 2021, <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

² Harboe and Associates, "Taliesin West Preservation Master Plan," Frank Lloyd Wright Foundation, 2015, https://1sd06y38jhbh1xhqve6fqmc1-wpengine.netdna-ssl.com/wp-content/uploads/2017/01/Taliesin-West-Preservation-Master-Plan_copyright-2015-Frank-Lloyd-Wright-Foundation-2.pdf

- **Fine and Decorative Arts Collections**

Fine and Decorative Arts Collections are unique artifacts, objects, and artworks that support broad collection themes. FLWF Fine and Decorative Arts Collections are guided by the standards for collections stewardship³ of the American Alliance of Museums (AAM) which states that institutions shall:

- own, exhibit or use collections that are appropriate to its mission;
- legally, ethically and effectively manage, document, care for and use the collections;
- conduct collections-related research according to appropriate scholarly standards;
- strategically plan for the use and development of its collections;
- provide public access to its collections while ensuring their preservation;
- allocate its space and uses of its facilities to meet the needs of the collections, audience, and staff;
- have appropriate measures in place to ensure the safety and security of people, its collections and/or objects, and the facilities it owns or uses; and
- take appropriate measures to protect against potential risk and loss.

The Fine and Decorative Arts Collections contain art and other objects collected by Wright, historic furniture and decorative objects designed by Wright, creative output of Wright's family, the Fellowship, and select non-Fellowship artists and makers, and select personal effects.

- **Functional Collections**

Functional Collections are objects used for educational, research, or interpretive purposes. Items are tracked but are not accessioned and are not subject to this policy related to documentation, appraisals, acquisitions, deaccession, loans, and access and use except as may specifically be provided below.

The Functional Collections contain some examples of historic furniture, instruments and decorative items that date to 1959 or earlier; pieces given to or purchased by Olgivanna Lloyd Wright or the Fellowship after 1959; furniture made by Fellowship members and apprentices for use in historic spaces, including the Midway Garden chairs in the dining room and stools and tables in the Garden Room at Taliesin West; and reproductions of or replacements for historic objects for interpretive use.

- **William Wesley Peters Library**

WWP Library contains books, periodicals, and other printed materials with a focus on organic architecture and its practitioners, influences, and connections. The Library serves FLWF staff, students, scholars, architects, and preservation specialists. The library maintains books and other materials at all levels from surveys for the novice to works which support graduate and professional research. Library collections are classified and cataloged according to the Library of Congress system and are entered into the online public access catalog. For more specific information on the WWP Library refer to the WWP Library Handbook (2021).

³ "Ethics, Standards, and Professional Practices: Collections Stewardship Standards," American Alliance of Museums, accessed 2-4-2021, <https://www.aam-us.org/programs/ethics-standards-and-professional-practices/collections-stewardship-standards/>

The following policies relate to the Archives, Fine and Decorative Arts, and Functional Collections unless otherwise noted:

STATEMENT OF AUTHORITY

The President/CEO and Board of Trustees bear the public trust responsibility for FLWF Collections. The Collections Department, working closely with the Preservation Committee of the Board of Trustees of FLWF, shall consider all accessions and deaccessions, make recommendations on the policies and procedures for the development and protection of the Collections of the FLWF, promote and maintain the highest professional standards in the care and utilization of the Collections, and take such actions as are determined by policy or required by the Collections needs. The Collections Department, in consultation with the Preservation Committee, may also study and recommend areas of proactive acquisition to fill existing gaps. Collections Department Director and Staff shall prepare an annual report on all accessions, loans, and deaccessions for the Preservation Committee.

Acquisitions:

Gifts are presented to the Director of Collections who has the authority to refuse materials that do not meet Scope of Collections (see above) or Acquisition Policy (see below). Gifts that meet these criteria are recommended by the Director of Collections to the VP of Preservation and the Chief Advancement Officer. If further discussion is needed the Preservation Committee will make final determination on acceptance of the gift. Deeds of Gift are generated and signed by Registrar. Acknowledgements are generated and signed by the Advancement Department. For non-Collection gifts please see the FLWF Gift Acceptance Policy (August 2018).

Purchases: Acquisitions are recommended by the Director of Collections and approved by the VP of Preservation; authority for purchase is established by FLWF Finance Schedule of Authority (February 2018). All expenditures, budgeted or otherwise, must be approved by Finance before any agreement for purchase is created.

Loans: Outgoing and Incoming Loans are recommended by the Director of Collections and approved by the VP of Preservation; Registrar is authorized to sign FLWF generated loan forms; loan forms drafted by other institutions must be approved by the Director of Collections and the VP of Preservation and signed by the CEO of the Foundation.

Deaccessions: Upon recommendation of the Director of Collections and approval of the VP of Preservation, in consultation with the CEO, the Board of Trustees may approve deaccessions from the Fine and Decorative Arts and Archival Collections as per Deaccession Policy (see below for full policy). The Director of Collections recommends method of dispossession.

Care/Conservation/Preservation: Collections staff, in coordination with staff in Preservation and Facilities, share responsibility for providing long-term care of the Archival, Fine and Decorative Arts, and Functional Collections.

ACQUISITIONS

The FLWF acquires objects and accessions them into the Collections to enrich site interpretation and to preserve objects associated with Taliesin and Taliesin West for public benefit. Acquisitions are generally acquired as gifts or purchases.

Material must meet all of the following criteria before they may be accepted into FLWF Collections by gift or purchase:

- Is worthy for exhibition, research, or interpretive functions of FLWF and fits within the criteria stated in the Scope of Collections.
- Fills a gap in existing Collections or replaces an inferior example.
- Does not duplicate material already in the Collections. (An exception would be materials for the Functional Collection.)
- Has a satisfactory historical and legal provenance.
- Can be acquired without restrictions. (Restricted gifts are discouraged. Exceptions—for example, sealing Archival Collections until a certain date—may be approved on the recommendation of Director of Collections by the Preservation Committee and the Board of Trustees.)
- Does not require extraordinary use of resources beyond established professional standards (see Collection Categories above) for the protection, documentation, and accessibility of the material.

FLWF recognizes that its Collections management efforts are limited by the practical considerations of storage space, staff time, and funds, and that each item carries a cost. The Collections Department is under no obligation to accept gifts deemed inappropriate or outside the Scope of the Collection for the purposes of satisfying any real or promised monetary donations to the Foundation. See Scope of Collections and Deaccession policy for additional information. Active solicitation of objects or collections may be undertaken when the subject is poorly documented in existing holdings or the material in question is in imminent danger of being lost.

USE OF REPRODUCTIONS OR REPLACEMENT OBJECTS

It is desirable that original objects be on display whenever possible in the Historic Core at Taliesin and Taliesin West. However, that exposure subjects them to agents of deterioration and puts them at risk. If it is determined an object is at risk, the Collections Department will consider its removal from display and replacement with a reproduction or similar non-historic piece in any of the following circumstances:

- Work is in such poor condition it is unacceptable for exhibition.
- Piece is at risk and conservation is not recommended or cost exceeds available resources.
- Removal of the work does not diminish the interpretation of the space.
- Reproduction or replacement will not diminish the interpretation of the space.

DEACCESSION

Deaccession is the formal process of removing items in the Fine and Decorative Arts Collection and the Archival Collections. Deaccessioning of any object from the Collections is not to be undertaken lightly. Although at times it may be more prudent to deaccession and dispose of items in the Collection than to continue caring for them, it should be understood that FLWF does not support deaccessioning as a means of generating revenue. In considering deaccessions FLWF must carefully weigh the interests of the public trust, the interests of scholars, and FLWF resources. Deaccessioning may be considered for any or all of the following reasons:

- Does not fulfill the mission of FLWF;
- Is not suitable for exhibition, study, or use in programming;
- Duplicates or is inferior to a similar example in Collections;
- Cannot be authenticated or the attribution is determined to be false or fraudulent;
- Is in such poor condition that conservation is not a realistic option; or
- Is hazardous to people or poses risks to other objects in the collection.

The Director of Collections will make any recommendation to deaccession materials in writing to the VP of Preservation. The proposal will provide the rationale for deaccession, the intended benefit, and will observe the highest standards of scholarship and professional practice. If the recommendation is accepted by the VP of Preservation, the VP will request approval from the CEO to recommend deaccessioning to the Preservation Committee. The Preservation Committee in its discretion may approve this recommendation for consideration by the Board of Trustees.

Deaccessioning may be conducted only to improve and strengthen the Collections, while preserving their integrity. Each deaccessioned object will be handled in a manner appropriate to the item. Disposition of deaccessioned items may be by donation or trade to another museum or cultural institution (first choice), sale at a public auction (second choice), or destruction (third choice). Disposal will not be done in a way that creates a conflict of interest for the FLWF, and every effort will be made to be transparent to the public. Consideration of deaccessioning will not be undertaken based on cash value of the works. No person associated with FLWF (including staff, Trustee, member of the Fellowship, or representative or relative of the above) may acquire a work deaccessioned by FLWF. The Registrar shall maintain a complete record of deaccessioned objects, including description and provenance of the object, photographs, reasons for deaccessioning, signatures and date of those making the decision, and documentation of the method of disposal.

Following professional guidelines and standards, funds from the sale of deaccessioned objects from the Collections shall be used only for the acquisition or Direct Care of Collections at Taliesin West or Taliesin. Recognizing that the Collections include both objects and historic structures and landscapes, it is the stated policy of FLWF that proceeds from the sale of deaccessioned objects from Collections may be used for acquisitions to the Fine and Decorative Arts and Archival Collections or for Direct Care of Collections as defined in this policy.

Direct Care is guided by AAM in *Direct Care of Collections: Ethics, Guidelines, and Recommendations* (2019)⁴ as an “investment that enhances the life, usefulness, or quality of a museum’s collection.” The AASLH Statement of Standards and Ethics (2018)⁵ further states that “in the case of institutions that accession their contributing buildings and landscapes (cultural and historical assets that are accessible to and interpreted for the public), funds acquired through deaccessioning can be used for direct care and preservation of objects, archives, buildings, archaeological sites, and cultural landscapes that provide benefit as outlined/defined in their collections policy. Institutional policy should distinguish between building maintenance and building preservation.”

FLWF defines maintenance and preservation as follows:

Maintenance: seasonal/annual work (such as installation of storm windows or repairs to a damaged window screen); routine work (such as replacement of filters, light bulbs, and other consumables); and custodial work (such as daily sweeping and dusting). Cyclical Maintenance is performed less frequently than Annual Maintenance, and usually involves replacement or at least mending/service of material/equipment.

⁴ American Alliance of Museums, “Direct Care of Collections, Ethics, Guidelines and Recommendations, March 2019 Update, accessed 3-1-2021, https://www.aam-us.org/wp-content/uploads/2018/01/Direct-Care-of-Collections_March-2019.pdf

⁵ American Association of State and Local History, “AASLH Statement of Standards and Ethics (revised 2018),” accessed 3-1-2021, <http://download.aaslh.org/AASLH+Statement+of+Standards+and+Ethics+-+Revised+2018.pdf>

Preservation: The act or process of applying measures to sustain the existing form, integrity, and material of a historic structure, landscape, or object not defined as maintenance above is preservation work. Work may include preliminary measures to protect and stabilize the property, but generally focuses upon the ongoing care and repair of historic materials and features rather than extensive replacement and new work. The limited sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional and safe is appropriate within a preservation project.

FLWF considers Direct Care to include conservation for the Fine and Decorative Arts Collections, the Archives Collections, and the WWP Library, and preservation for the Buildings and Landscapes collections.

An investment in Direct Care ensures that funds from sale of deaccessioned items are put towards a use that benefits the public and not the organization or individuals. Such funds will be placed in an identifiable account and reviewed and approved by the Preservation Committee to assure funds are used in accordance with this policy and meet professional standards.

Note: Objects shall be in the Collections for a minimum of three years or such other period required by applicable US tax laws prior to consideration for deaccession unless a compelling reason is found.

The deaccession policy does not apply to items in the Functional Collections which should be considered for withdrawal when worn or unsafe.

OUTGOING LOANS

It is the policy of Collections Department to cooperate in exhibitions through loans to museums, libraries, and archives with shared ideals and standards of scholarship and care.

Restrictions are placed on the type and number of objects available for loan and the frequency, duration, mounting, and conditions of their exhibition. Certain works in the collection may be unavailable for loan because of inherent fragility. The Director of Collections, with the advice of conservators, will determine the availability for works for loan.

Requests for loans must be submitted in writing to the Director of Collections. Requests for loans should be made at least six months in advance and include identification of the object(s) or materials, purpose of the loan, duration of the loan, General Facility Report, and a statement that the requesting institution will provide wall-to-wall insurance during the loan period.

The most fragile works will be available for display no more often than once every five years. These restrictions apply to selected textiles and the Japanese screens and *surimono* prints, and any other works within the discretion of the Director of Collections. Less fragile works may be available at more frequent intervals as determined by the Director of Collections.

The duration of display for works on paper while on loan is limited to twelve weeks (six weeks for *surimono* prints). Architectural models may be available for longer periods depending on the requirements for display at Taliesin and Taliesin West or other needs of FLWF. Standard for display of each object shall be determined and set forth in each loan agreement.

The borrower must maintain the loaned materials in the facility approved in advance by submitting a General Facility Report to the FLWF Registrar for review. Objects on loan may not travel to additional venues without the consent of Collections Department.

INCOMING LOANS

Objects may be requested on loan by FLWF at the request of the Director of Collections. All loans must be in keeping with the mission of FLWF. Requests should only be made if FLWF can

- provide appropriate care and security for these loans without endangering or neglecting its own collection;
- justify suitability of the object for the requested purpose; and
- the cost of borrowing, storing, using, packing, returning, and insuring the loan is reasonable for the use intended by FLWF.

OBJECTS IN CUSTODY

To prevent abandonment of property, no objects intended for the Collections may be left with FLWF without an incoming receipt filled out by a full-time staff member. The receipt must include full contact information for the person responsible for the object, a description, and a dated signature of the owner.

FLWF presumes ownership of undocumented found-in-collection objects even if no such evidence is found.⁶ Such items will be evaluated by Collections Department staff and then either added to an appropriate collection area or deaccessioned.

COLLECTIONS CARE and STEWARDSHIP

Achieving a balance between care and use of the Collections is the shared responsibility of all people who work or volunteer within FLWF. Collections and Preservation staff take the lead in this care. Preventive care is accomplished using a stable and secure storage environment and safe handling procedures.

- **Handling of Objects in the Collections**
 - **Archives:** limited to Collections staff, trained interns and volunteers, and researchers
 - **Fine and Decorative Arts:** limited to Collections staff, trained Facilities and Preservation Staff, and trained and supervised interns/volunteers
 - **Functional:** limited to Collections, Facilities and Preservation, and Events staff and trained volunteers
- **Conservation Treatments**

Items in the Archival Collections should be evaluated for conservation on a case-by-case basis, with conservation work referred to the appropriate professional conservator. Conservation treatments for objects in the Fine and Decorative Arts Collection must be done by a recognized conservation professional. Functional Collection objects may be repaired by Facilities or Preservation staff or other knowledgeable craftspeople, as approved by the Collections staff.
- **Storage Environment and Environmental Monitoring**

⁶ John E. Simmons and Toni M. Kiser, ed, *Museum Registration Methods*, 6th edition, (Lanham, Maryland: Rowman and Littlefield, 2020), p 131

The environmental settings of the storage and display spaces will be determined by the standards for the locations of the sites and the needs of the objects stored or displayed. These will differ for Taliesin and Taliesin West. Dataloggers are installed in all areas where needed and monitored on a regular basis to make sure fluctuations are noted and adjustments made if possible.

- **Packing and Shipping of Collections**

Fine and Decorative Arts Collection items are to be packed and shipped using appropriate museum grade materials and fine art shippers to provide maximum protection. Some objects in the Functional Collection and materials in the Archival Collection materials may, upon Collection staff review, also require this high standard of handling. Using common carriers and standard packing materials for other items should be determined on a case-by-case basis.

ACCESS AND USE

FLWF Collections are available for bona fide research or study by qualified researchers, scholars, and interested members of the public by prior appointment. Unscheduled walk-in use is not permitted. Appointments must be made with the Director of Collections. Researchers must fill out a Visiting Scholar Form that identifies the specific purpose of the research. Use of Collections for programming, exhibition, and research will be guided by collections care and stewardship. Materials that are on loan, unprocessed, or deemed too fragile to be handled will not be made available.

RISK MANAGEMENT

- Storage spaces in the Collections Building are equipped with intrusion alarms that alert an outside monitoring company.
- Video cameras are located in the outside doorways of Vault 1 and Vault 2 and inside these rooms.
- Access to storage areas in the Collections Building is limited to Collections and Lead Preservation staff with keys and individually assigned codes. The Director of Collections can grant access to other individuals as needed.
- Doors to storage areas in the Collections Building are always locked and may only be unlocked by staff with keys and codes. Doors should never be left on the latch or propped open unless needed for supervised movement of collection items.
- Food and drink, including water, are not permitted in storage spaces in the Collections Building.
- No bags are permitted in Collections Building storage areas or in study areas where original materials are being studied.
- Guest visits to see selected items in Vault 1 are limited to a total of six (6) people, including staff. Guests and researchers do not have access to Vault 2 or 3.
- Photography is not permitted in Collections Building storage spaces.
- All movement of objects in the Fine and Decorative Arts and Archival Collections is tracked by Staff on log sheets.
- The location and condition of objects on display in the historic core are checked daily by Public Engagement Tour staff against an illustrated list maintained by Collections.
- A disaster plan, based upon DPlan (an online disaster planning tool for cultural and civic institutions), is currently being adapted for Taliesin and Taliesin West (April 2021) for clearly identified risk situations.
- The Fine Arts insurance policy is managed by the COO/VP of Finance.

The following policies relate to Building and Landscapes:

STATEMENT OF AUTHORITY

Care/Conservation/Preservation: Preservation Department staff are responsible for overseeing the care of the Buildings and Landscapes.

COLLECTIONS CARE and STEWARDSHIP

Achieving a balance between care and use of the Collections is the shared responsibility of all people who work or volunteer within FLWF. Collections and Preservation staff take the lead in this care.

ACCESS AND USE

Access to elements of the Buildings and Landscapes are available by public tour. Further access to the site is generally available for bona fide research or study by qualified researchers, scholars, and interested members of the public by prior appointment. Appointments must be made with the VP of Preservation. Researchers must fill out a Visiting Scholar Form that identifies the specific purpose of the research. Access to structures may be limited by the VP of Preservation at any time due to ongoing preservation efforts or life and safety concerns. See also the Guest Housing Policy and Procedure (2021) for visitors who are invited to stay on site.

RISK MANAGEMENT

- Currently, rooms in this collection do not have intrusion alarms.
- Digital video cameras are located in the Garden Room, outside of the retail store and adjacent shop area, and the Cabaret at Taliesin West. These are monitored via an app by Preservation staff. There are currently no video cameras at Taliesin.
- The VP of Preservation determines who has access to the keys of buildings on each site.
- The blanket property insurance coverage includes a rider related to the historical nature of the buildings and is managed by the COO/VP of Finance.
- See also these additional policies
 - Fire Clearing for Taliesin West (2014)
 - Fire Policy for Taliesin West (2018)
 - Taliesin Estate Fireplace and Fire Safety Policy (2018)

The following policies relate to the WWP Library:

STATEMENT OF AUTHORITY

Acquisitions:

Gifts are presented to the Librarian who has the authority to refuse materials that do not meet Scope of Collections (see above). Gifts that meet these criteria are recommended by the Librarian to the Director of Collections, the VP of Preservation and the Chief Advancement Officer. If further discussion is needed the Preservation Committee will make final determination on acceptance of the gift. Deeds of Gift are generated and signed by Registrar. Acknowledgements are generated and signed by the Advancement Department.

Purchases: Acquisitions are recommended by the Librarian and approved by the Director of Collections; authority for purchase is established by FLWF Finance Schedule of Authority (February 2018). All expenditures, budgeted or otherwise, must be approved by Finance before any agreement for purchase is created.

Removal from Collection: The Librarian has authority to remove items from the library collection.

Care/Conservation/Preservation: The Librarian and Collections staff, in coordination with staff in Preservation and Facilities, share responsibility for providing long-term preservation of the William Wesley Peters Library.

OUTGOING LOANS

It is the policy of Collections Department to cooperate in exhibitions through loans to museums, libraries, and archives with shared ideals and standards of scholarship and care.

The WWP Librarian places restrictions on the materials available for loan and the frequency, duration, mounting, and conditions of their exhibition. Certain works in the collection may be unavailable for loan because of inherent fragility. The Librarian, with the advice of conservators, will determine the availability for loan of these materials.

Requests for loans must be submitted in writing to the Director of Collections. Requests for loans should be made at least six months in advance and include identification of the materials, purpose of the loan, duration of the loan, General Facility Report, and a statement that the requesting institution will provide wall-to-wall insurance during the loan period.

The most fragile works will be available for display no more often than once every five years. Less fragile works may be available at more frequent intervals as determined by the Librarian and Director of Collections. Standards for display of each item shall be determined and set forth in the loan agreement.

The borrower must maintain the loaned materials in the facility approved in advance by submitting a Facility Report to the FLWF Registrar for review. Materials on loan may not travel to additional venues without the consent of Collections Department.

COLLECTIONS CARE and STEWARDSHIP

Achieving a balance between care and use of the Library materials is the shared responsibility of all people who work or volunteer within FLWF. Collections staff takes the lead in this care. Preventive care is accomplished using a stable and secure storage environment and safe handling procedures, set by the Librarian in the Library Handbook.

- **Conservation Treatments**

Items in the WWP Library will be evaluated for conservation on a case-by-case basis, with conservation work referred to the appropriate professional conservator.

- **Packing and Shipping of Collections**

Some materials in the WWP Library may, upon Collection staff review, require museum grade materials and fine art shippers to provide maximum protection. Using common carriers and standard packing materials for other items should be determined on a case-by-case basis.

ACCESS AND USE

WWP Library materials are available to FLWF staff, researchers with appointments, and visitors on site as part of university or professional development partnerships with FLWF. Materials that are on loan, unprocessed, or deemed too fragile to be handled will not be made available.

Appointments for researchers must be made with the Librarian. Researchers must fill out a Visiting Scholar Form that identifies the specific purpose of the research. Circulating collection materials are available to borrow by FLWF staff and some researchers for a set period of time as determined by the Library Handbook.

RISK MANAGEMENT

- Currently the WWP Library does not have intrusion alarms or video cameras.
- Food and drink are not permitted in Special Collections or in the stacks.