



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 292
63 Flushing Ave, Unit 300
Brooklyn, NY 11205

Department of Records Management and Archives

Policy on Collections Management

Approved: October 2016

Introduction

The Collections Management Policy establishes and documents the rules, guidelines and procedures for the acquisition, preservation, care, public access and deaccessioning of items in the possession of the Brooklyn Navy Yard Development Corporation (BNYDC) Archives. The BNYDC Archives adheres to the standards and best practices of both the Society of American Archivists and the American Alliance of Museums. The Policy is a guide for Board, Management, and staff as they perform their individual and collective duties.

Background

The Brooklyn Navy Yard Development Corporation (BNYDC) is a not-for-profit corporation that manages the 300-acre Brooklyn Navy Yard under a contract with the Yard's owner, the City of New York. BNYDC promotes local economic development and employment, develops underutilized areas, oversees modernization of the Yard's infrastructure, and manages waterfront assets including active dry docks and piers.

BNYDC Archives Mission

The mission of the BNYDC Archives is to document the history of the corporation by collecting, organizing, and preserving the Corporation's records and assets. The BNYDC Archives also supports the Brooklyn Navy Yard Center at Building 92 by collecting, organizing, and preserving material that illustrates the legacy of the Brooklyn Navy Yard. The BNYDC Archives provides access to the material in its care to staff and contractors, as well as scholars, authors, and other interested persons who seek to evaluate the impact of Brooklyn Navy Yard and BNYDC activities on the history of Brooklyn's social, cultural, and economic development.

BLDG 92 Mission

The mission of the Brooklyn Navy Yard Center at Building 92 (BLDG 92) is to celebrate the Navy Yard's past, present, and future and promote the role the Yard and its tenants play as an engine for sustainable urban industrial growth. Through a comprehensive exhibit, public tours, educational programs, archival resources, and workforce development services, BLDG 92 reinforces its unique bonds with the community and inspires future generations to become industrial innovators and entrepreneurs.

Statement of Authority

General Counsel: The Archives was established in 2004, and the Records Manager/Archivist reports to the BNYDC General Counsel. The Records Manager/Archivist and the Executive Director of Exhibits and Programs are responsible for the implementation of established policies and procedures to effectively care for the material in its custody, and are accountable to the Board for such activities.

Archivist/Records Manager: The Archivist's primary responsibility is to ensure the integrity of the Archives' collections by following professional standards in managing and administering all collections related activities and processes. He/she participates in focused collecting and deaccessioning, and develops, updates, and implements detailed policies relating to the collections. He/she is responsible for controlling both physical and electronic access to the collections. He/she conducts scholarly research, and assists with exhibitions to coordinate with the ED of Exhibits and Programs appropriate display methods for artifacts. He/she coordinates with the ED of Exhibits and Programs for the care and protection of all artifacts, and for approval



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of all loan requests. He/she is responsible for the effective custody and administration of the Archives' collections and the Collections Management Policy.

Executive Director of Exhibits and Programs: The ED of Exhibits and Programs oversees all administration and management of BLDG 92, including all programs and business operations. As such, he/she is responsible for the effective custody and administration of the BLDG 92's collections. He/she coordinates with the Records Manager/Archivist for the care and protection of all artifacts, and for approval of all loan requests. He/she shall delegate day-to-day administration and management of the collections.

BNYDC Archives Operations and Management

I. Acquisitions

The BNYDC Archives will build its collections primarily through donations and salvaged material inside the Brooklyn Navy Yard, and through occasional strategic purchases. The collections are built with the intention to reflect the legacy of the Brooklyn Navy Yard.

Terms and Conditions Governing Acquisitions

1. The owner or his/her legal representative must sign a Deed of Gift transferring title to the BNYDC Archives. The Records Manager/Archivist signs the Deed of Gift after the donor has done so. This completes the donation. If the Deed of Gift is not signed by the donor within 90 days after acceptance by BNYDC, the objects listed on the Deed will automatically become the property of BNYDC.
2. A collection documentation file containing the deed of gift and other proofs of ownership submitted by the donor or acquired by the BNYDC Archives shall be maintained by Archives staff in perpetuity. These records include but are not limited to deeds of gift, temporary receipt forms, loan agreements, accession forms, relevant correspondence, conservation reports, appraisals, bills of sale, receipts and deaccession records.
3. Archives and BLDG 92 staff shall conduct an informal assessment to determine if a potential acquisition is relevant to the BNYDC Archives' and BLDG 92's respective missions. Formal donor requested appraisals for tax purposes shall not be done by the BNYDC Archives under any circumstances.
4. The BNYDC Archives shall provide proper housing and caring for all acquisitions according to generally accepted professional standards.
5. BLDG 92 does not guarantee exhibition of donated objects.
6. The BNYDC Archives in its sole and unfettered discretion reserves the right to reject any donor-imposed restriction.
7. Acquisitions approved for accessioning shall be processed in a timely manner and in accordance with this Policy.
8. Donors and prospective donors, whenever deemed appropriate, may be asked whether they would be willing to provide funds for the full or partial cost of maintenance of materials gifted to the BNYDC Archives.

Found Objects

The New York State Museum Property Law (Article 5, Section 233.aa of the New York State Education Law) dictates the process to establish ownership of undocumented property. Therefore, any undocumented tangible objects found in the Brooklyn Navy Yard that may have "intrinsic, historic, artistic, scientific or cultural value" shall be appraised by the Records Manager/Archivist and ED of Exhibits and Programs. It will be determined for (i) inclusion in the Archives' collections; (ii) exhibition at BLDG 92; (iii) repurposed in a manner that demonstrates the continuity for the material through historic, present, and future use at the Yard; or, (iv) disposed of as Archives staff see fit.

II. Care and Preservation

BNYDC realizes its obligation to protect BLDG 92 and the Archives. Therefore, BNYDC shall act to the best of its ability, according to the following guidelines:



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1. A stable environment for items in storage or on display shall be maintained by protecting them from excessive light, heat, humidity and dust. The environmental needs of different materials shall be maintained in accordance with generally accepted archival standards, including secure, climate controlled storage areas for the collections.
2. BNYDC Archives will protect all materials against theft, fire, and other disasters.
3. When possible, paper materials shall be reproduced digitally, photocopied on acid-free paper, or otherwise duplicated and stored in a separate location.
4. When deemed necessary, conservation of materials shall be undertaken by or with the advice of a trained conservator.
5. Inventories and location records shall be kept up to date to facilitate access and to prevent loss.
6. Packing and transportation of items under the care and stewardship of the BNYDC Archives shall be by the safety standards established in advance by BNYDC at the point of transmittal. Items loaned to the BNYDC Archives will be transported under terms dictated by the loan agreement signed by both BNYDC and the lending institution.

III. Access

The BNYDC Archives may choose to make research materials in its possession available electronically, and/or may grant access to the physical BNYDC Archive, as dictated by the terms in its Access and Use Policy.

IV. Deaccessions

No document or artifact shall be removed from the Archives' auspices except in conformity with the following rules:

1. A deaccession recommendation shall be prepared by Archives staff and approved by the General Counsel, with the consent of the Vice President for External Affairs. Whenever deemed necessary, professional advice shall be sought before an item is deaccessioned.
2. The decision to deaccession will be cautious and deliberate and follow generally accepted archival standards. One of the following criteria must be met:
 - a. The material is not relevant to the mission of the BNYDC Archives or BLDG 92.
 - b. The material has failed to retain its physical integrity or has been lost or stolen and is not expected to be recovered.
 - c. The material duplicates other material in the collection of the BNYDC Archives and is not necessary for research or educational purposes.
 - d. The BNYDC Archives is unable to conserve the property in a responsible manner.
 - e. Objects determined to be redundant may be sold, and the proceeds applied toward the acquisition or direct care of collections.
3. No accepted donation shall be deaccessioned for two years after the date of its acquisition.
4. A complete record of deaccessions shall be retained permanently.
5. Proceeds derived from the deaccessioning of any property from the archives shall be placed either in a restricted account to be used only for the acquisition, preservation, protection or care of the Archives' collections. In no event shall proceeds be used for operating expenses or for any purpose other than acquisition, preservation, protection or care of the Archives' collections.
6. Disposal may be by exchange, donation or public sale with scholarly or cultural organizations as the preferred recipients.
7. Materials deaccessioned shall not be privately sold, given or otherwise transferred.

V. Loans

The BNYDC Archives requires a written loan agreement detailing the rights and responsibilities of each party engaged in both outgoing and incoming loans.

1. Outgoing Loans: the BNYDC Archives will only loan its archival materials to tenants of the Brooklyn Navy Yard, museums, historical societies, libraries or other cultural or scholarly institutions that comply with the criteria outlined by the loan agreement. The Records Manager/Archivist and/or the ED of Exhibits and Programs must approve all outgoing loans. Outgoing loans will be guided by the following criteria:



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- a. The Archives requires its documents and artifacts be afforded a level of care and protection generally expected in an archival environment and shall be returned to the Archives in the same condition they were loaned. All loaned documents or artifacts must be kept in an environment equipped to protect them against fire, smoke, flooding, extreme temperatures and humidity, light damage, pests, dirt and all other environmental hazards. The building where loaned documents and objects are housed must have either physical or electronic security in place at the time of the loan. Experienced personnel only shall be permitted to handle loaned items. If a loaned item should be lost or damaged the borrower must give prompt written notice to the Archives.
 - b. Objects loaned from the BNYDC Archives will be either displayed or repurposed, subject to BNYDC's approval. Conditions governing such actions are documented in the loan agreement. Objects shall only be repurposed if the borrower's proposal aligns with the historical context of the Brooklyn Navy Yard, and the new object is displayed in the Brooklyn Navy Yard.
 - c. Objects loaned from the BNYDC Archives and displayed by the borrower must not be altered, cleaned or repaired in any way without written permission by the Records Manager/Archivist or Director of Exhibits and Programs. This includes removal from frames, mats, vitrines, or bases unless it is deemed necessary in an emergency situation to protect the items from damage. Scientific examination of objects is strictly prohibited without BNYDC's prior written approval.
 - d. Condition reports by the borrowing institution shall be filed with the Archives immediately after the receipt of loaned items. A second condition report shall be filed just prior to the return of the loaned items.
 - e. Packing and shipping of all loaned items are the responsibility of the borrowing institution unless otherwise agreed to in the loan agreement. The packing and shipping needs of loaned items require the Archives' approval in advance of shipping the items.
 - f. The borrower shall provide insurance as specified in the loan agreement.
 - g. The Archives in its sole and absolute discretion may impose loan restrictions.
 - h. The Records Manager/Archivist and/or the ED of Exhibits and Programs shall determine the loan end date.
 - i. Only those items certified as being wholly owned by the Archives, and free of loan and use restrictions shall be made available for loan.
 - j. All loans exhibited and/or reproduced by the borrower must be approved by the Archives and proper credit must be provided in the form of labels, caption or citation unless otherwise agreed upon in writing. The exact wording of credit lines will be discussed and given in writing prior to the loan agreement.
 - k. Prior to the shipment of any loaned items, the Archives and the borrower shall sign a loan agreement.
2. Incoming Loans: the Archives will accept loans for the purpose of exhibition or research at the approval of the Records Manager/Archivist and Director of Exhibits and Programs. Incoming loans will be guided by the following criteria:
- a. Loans to the Archives will be afforded the same care ascribed to its own archival materials. Reasonable care and precautions will be observed for all incoming loans.
 - b. Unless the lender expressly elects to maintain their own coverage, the Archives will insure the loan on its premises for the fair market value of the loaned item(s) as specified in the loan agreement.
 - c. All Item(s): (i) in fragile condition; or (ii) without clear provenance; or (iii) thought stolen; or (iv) imported illegally or otherwise embroiled in legal proceedings will not be accepted by the Archives.
 - d. Condition reports shall be furnished by the Archives immediately after the receipt of loaned items. A second condition report shall be filed just prior to the return of the loaned items.
 - e. Prior to the receipt of any loaned items, the Archives and the lender shall sign a loan agreement.

VI. Records

The following record types will be maintained by Archives staff:

1. Accession records: includes deeds of gift, bills of sale, provenance records, documentation showing acquisition approval and any correspondence relating to the acquisition of items into the Archives' holdings.
2. Conservation records: includes documents detailing the condition, preservation and conservation of archival materials.
3. Access records: includes registration forms documenting external use of the Archives' holdings.
4. Loan records: includes outgoing and incoming loan forms, condition reports, packing and shipping documents, and loan appraisal documents.



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5. Inventories: includes inventory lists and catalog records.
6. Insurance: includes any documentation pertaining to the value of items within the Archives' holdings.