

## **AMERICAN FOLK ART MUSEUM DIRECT CARE POLICY**

### **Definition of Direct Care of the Collections**

The American Folk Art Museum (AFAM) identifies Collections as the Art Collection and Archives Special Collections. AFAM defines Direct Care of the Collections as activities that enhance the quality and usefulness of the Collections. To ensure that the Collections will benefit the public, and future generations, the Museum should engage in these activities:

- Creating a proper environment for storing and displaying artwork to protect the Collections from damage and deterioration
- Conserving artwork to restore and/or maintain its physical condition
- Researching the history of artwork to identify and understand appropriate conservation methods
- Documenting the condition of artwork for archival purposes to help inform conservation requirements for current and future preservation
- Taking appropriate measures for the safe installation, de-installation, and transport of an artwork in a manner that safeguards its physical condition
- Ensuring the proper care of digital assets by creating additional backups, and performing fixity checks

The costs associated with these activities comprise:

- The direct costs of onsite and off-site storage, including the design and outfitting of the storage location with proper shelving and archival materials, and maintaining the proper climate
- The direct costs related to daily care and conservation of, and documentation on, artwork in the Museum's Collections, including staffing (e.g., registrars, conservators, photographers, curators, art-handlers, digital asset managers, and other consultants), supplies, and other materials
- IT migration costs associated with digital preservation and management
- Climate-control-monitoring equipment dedicated to the proper preservation, protection and care of the Collections.

### **Use of Deaccession Proceeds**

Pursuant to the financial policies recommended by the Finance and Investment Committee and approved by the Executive Committee and the Board of Trustees, deaccession proceeds are to be used for art acquisitions. Such acquisitions are to be approved by the Collections Committee in consultation with the Museum's Director & CEO and the CFO, and must comply with the Financial Accounting Standards Board (FASB).