

# The Gunflint Trail Historical Society

## Acquisitions and Collections Management Policy

### Statement of Mission, Purpose, and Vision

**Mission:** The Gunflint Trail Historical Society (GTHS) builds community by connecting people to the Gunflint Trail region by sharing its cultural and natural history.

**Purpose:** The purpose of the Gunflint Trail Historical Society is to preserve the cultural history of the Gunflint Trail, to acknowledge the significance of the natural environment and its influence on Indigenous people to recent inhabitants, and to provide opportunities for exploration and education at Chik-Wauk Museum and Nature Center.

**Vision:** The Gunflint Trail Historical Society is the primary resource for history of the Gunflint Trail region. The role of the Gunflint Trail Historical Society is threefold: preservation, presentation, and participation.

Preservation of the cultural and natural history of the Gunflint Trail through

- Collecting and storing historical artifacts, photographs, audio and visual stories and documents (including electronic storage)
- Cataloging, describing, interpreting, and mapping historic sites of the Gunflint Trail
- Observing and documenting the natural history of the Gunflint Trail through recordings and citizen-science-based activities

Presentation of the cultural and natural history of the Gunflint Trail through

- Exhibits and the library collection at Chik-Wauk Museum and Nature Center, the historic Watercraft collection, the cabin replica, the Trappers' Shack, and structures planned for future expansion
- Science based displays and the extensive field guide and reference library at Chik-Wauk Nature Center
- Beautiful, well-maintained grounds and gathering places in a backdrop of native forest
- Speaker programs

Participation in the cultural and natural history of the Gunflint Trail through

- Providing opportunities to stimulate and inspire lifelong learning
- Interactive displays
- Hands-on multigenerational activities, both indoors and outdoors
- Hiking trails through the forest and along the lake where aquatic life, trees, wildflowers, birds, and animals may be observed
- Opportunities to explore views of geological formations, waterways, and large-scale landscape settings

The Gunflint Trail Historical Society is responsible for the collection, preservation, and dissemination of historical knowledge about the Gunflint Trail. The corporation shall have the authority to disseminate historical information as it deems advisable, including the operation of a museum, nature center, watercraft exhibit building, cabin exhibit building, Trapper Shack, and other interpretive sites developed by the Gunflint Trail Historical Society board of trustees. Chik-Wauk Museum and Nature Center is governed under the Articles of Incorporation and Bylaws of the Gunflint Trail Historical Society and the North American Graves Protection and Repatriation Act (NAGPRA).

Since 1990, Federal law has provided for the protection and return of Native American human remains, funerary objects, sacred objects, and objects of cultural patrimony. By enacting NAGPRA, Congress recognized that human remains of any ancestry "must at all times be treated with dignity and respect." Congress also acknowledged that human remains, and other cultural items removed from Federal or tribal lands belong, in the first instance, to lineal descendants, Indian Tribes, and Native Hawaiian organizations.

With this law, Congress sought to encourage a continuing dialogue between museums and Indian Tribes and Native Hawaiian organizations and to promote a greater understanding between the groups while at the same time recognizing the important function museums serve in society by preserving the past. (US Senate Report 101-473). Source: <https://www.nps.gov/subjects/nagpra/index.htm>

Historical items include artifacts and stories of prehistoric peoples, Native American and First Nation people including Ojibwe, trappers, Voyageurs, loggers, miners, resort owners, residents, guests, and travelers.

The building, formerly Chik-Wauk (misspelling of *Zhingwaak* in Ojibwemowin) Lodge, now known as Chik-Wauk Museum & Nature Center, is included in the National Register of Historic Places. The building itself is owned by the United States Department of Agriculture, Forest Service.

The surrounding 50 acres of grounds are under a special use agreement with the United States Department of Agriculture, Forest Service. Hiking trails offer visitors an experience similar to within the Boundary Waters Canoe Area Wilderness. The setting is an ideal location to interpret the natural history of the area. The acreage includes an ADA accessible trail in the bay area. The Nature Center building houses guides to wildflowers, trees, birds, mammals, and geology of the region, as well as educational displays, activities, and equipment for life-long learning experiences. It is the responsibility of the Gunflint Trail Historical Society to maintain and preserve these grounds, buildings, exhibits, and building contents.

“Campus” is a term used to include the 50-acre parcel and its buildings.

## II. Scope and Use of Collections

- A. The Gunflint Trail Historical Society performs its mission through exhibits of artifacts, oral history audio and videos, interactive exhibits for children, and rotating exhibits. The main and oldest structure of the campus is the preserved lodge previously belonging to the disestablished Chik-Wauk Lodge.
- B. The nature of objects and artifacts collected by or loaned to the Gunflint Trail Historical Society are those items in support of the mission that are suitable for being placed on exhibit currently or in the near future.
- C. A collection object is an item that has been or is in the process of being accessioned into Gunflint Trail Historical Society collections.
- D. Detailed guidance regarding specific questions that may arise when the following sections do not seem to provide necessary guidance may be obtained by consulting relevant sections of “A Legal Primer on Managing Museum Collections” which is stored in the Administration Building library.

## III. Accession of Objects, Artifacts, and Other Items

- A. “Accession” is the formal process used to accept and record an item as a collection object that may include objects, artifacts, and other items in support of the mission of the Gunflint Trail Historical Society. Objects, artifacts, and other items may be added to the museum collection by means of gifts, bequests, purchases, exchanges, fieldwork acquisitions or any other transaction by which title to the objects passes to the Gunflint Trail Historical Society.
- B. Accession of potential objects, artifacts, or other items are to be approved by the Campus Director or Executive Director as members of the staff so designated by the Gunflint Trail Historical Society Board of Trustees or by the Gunflint Trail Historical Society Cultural & Collections Review Committee. Accession of items that are not consistent with these guidelines may be approved or disapproved by a majority vote of the Gunflint Trail Historical Society Board of Trustees.
- C. Guidelines to approve accession of potential objects, artifacts, and other items:
  - 1. The potential item must be consistent with the mission.
  - 2. The potential item should be so unusual that it presents an exceptional opportunity that it should be given preferential treatment.
  - 3. If the potential item is offered for sale, one should consider whether it or a comparable object be obtained by gift or bequest prior to the purchase.
  - 4. The Gunflint Trail Historical Society must be capable of providing proper care of the potential item. Factors such as size or extent of objects, value, cost of maintenance, and restrictions may be causes for rejection of a potential item. If uncertainty exists, the approving official shall refer the matter to the Gunflint Trail Historical Society Cultural & Collections Review Committee.
  - 5. Provenance of the potential item must be unquestionable. It is the responsibility of the approving official to clearly establish the provenance. If the approving official is uncertain about establishing the provenance, approval for accession must be referred to the Gunflint Trail Historical Society Cultural & Collections Review Committee. Areas of concern may include: stolen property, items confiscated by Nazis, items subject to laws protecting plants and wildlife, and items subject to laws protecting antiquities and historic properties. More specifically,

- a) The Gunflint Trail Historical Society does not acquire any collection object that would violate the conditions of the Native American Graves Protection and Repatriation Act (NAGPRA) as it pertains to Native American tribes. The Gunflint Trail Historical Society extends these same protections to items of the Indigenous tribes of Canada.
  - b) The Gunflint Trail Historical Society does not knowingly or willfully accept or acquire any collection object illegally imported into the United States or illegally exported out of its own country of origin. Collection items subject to import or export laws must have proper permit documentation included with the Deed of Gift at time of acceptance.
  - c) The Gunflint Trail Historical Society does not knowingly or willfully accept or acquire any object illegally collected in the United States, including collections that have knowingly involved the unnecessary destruction of habitats and/or historic sites.
6. Donor-imposed conditions for use of a potential item must be consistent with the overall policies of the Gunflint Trail Historical Society and not so restrictive as to inhibit cost-effective management by Gunflint Trail Historical Society Board of Trustees or the staff. If the approving official is uncertain about the effect of the imposed conditions, approval for accession must be referred to the Gunflint Trail Historical Society Cultural & Collections Review Committee.
  7. Items that may have restricted use or are encumbered (1) by an intellectual property right (copyright, patent, trademark, or trade name) or (2) by its nature (for example, cultural misappropriation, obscene, defamatory, potential invasion of privacy, physically hazardous, etc.) must not inhibit cost-effective management. If the approving official is uncertain about the effect of the restrictions or encumbrances, approval for accession must be referred to the Gunflint Trail Historical Society Cultural & Collections Review Committee.
  8. Accession of potential items requiring a future expansion of the facilities may only be approved by the Gunflint Trail Historical Society Board of Trustees.
  9. Except for potential loan items, the donor must agree to transfer all rights, title and interest including all copyright, trademark and related interests for all objects, artifacts and other items comprising the donation to the Gunflint Trail Historical Society. See Attachments for the Deed of Gift form which must be completed by the donor and the officer so designated by the Gunflint Trail Historical Society Board of Trustees.
  10. The nature of Oral History items (subject's voice on tape, video of subject, transcription of oral tape, etc.) lend themselves to easy reproduction. Therefore, special forms will be used to indicate that the subject has agreed to transfer all rights, title and interest including all copyright, trademark, and related interests for the donation to the Gunflint Trail Historical Society. See Attachments for the Oral History Deed of Gift Form and the Oral History Informed Consent form which must be completed by the interviewee and the interviewer.
  11. Items will not be accepted that may be of historical nature, even if in support of the mission, but are not amenable to be displayed unless suitable storage space is available.
  12. Donors will provide the necessary object descriptive and provenance information required to complete an Object Monitoring Record (see attachment 3) for the donated item.
  13. Items will not be accepted that are already in a state of advanced deterioration or hazardous to staff or other stored collection objects without a clear written plan to care for or stabilize the item and protect staff and the collection.
- D. A description of records required to be maintained of those items accepted through the accession process is contained in Section VIII below.
  - E. It is the policy of the Gunflint Trail Historical Society that the value of gifts will be mutually agreed upon by the donor and Gunflint Trail Historical Society Board of Trustees. Donors are responsible for the expense of appraisals.
  - F. Adequate provision for insurance to cover the potential object must be available.
- IV. Deaccession of Objects, Artifacts, and Other Items
- A. Deaccessioning is the formal process used to remove an object from the Gunflint Trail Historical Society collections permanently or, when an object has been lost or destroyed, the formal process used to document the loss in the collection records.
  - B. Deaccession of potential objects, artifacts, or other items for use in the museum or nature center are to be approved by the Gunflint Trail Historical Society Cultural & Collections Review Committee or those staff so

designated by Gunflint Trail Historical Society Board of Trustees. Deaccession of items that are not consistent with the guidelines may be approved by a majority vote of the Gunflint Trail Historical Society board of trustees.

C. Guidelines to approve voluntary deaccession of potential objects, artifacts, and other items:

1. Review the collection record to determine if there are any restrictions or encumbrances that may prohibit removal. If the approving official is uncertain about the effect of restrictions or encumbrances, approval for deaccession must be referred to the Gunflint Trail Historical Society Cultural & Collections Review Committee.
2. The object under consideration for deaccession must no longer be relevant and useful to the purposes and activities of the Gunflint Trail Historical Society.
3. There is a danger that the Gunflint Trail Historical Society may not be able to preserve the object properly.
4. The object has deteriorated beyond its usefulness.
5. There is a need to eliminate redundant objects.
6. It is doubtful that the object can be used in the foreseeable future.
7. There is a need to improve or strengthen another area of the collections in order to further the goals of the Gunflint Trail Historical Society.
8. The interests and potential reaction of the public must be considered prior to approving deaccession of an object.

D. Non-voluntary deaccessions:

1. Collection objects may be lost or stolen with little hope of retrieval, or it may become known that the Gunflint Trail Historical Society does not possess a clear and unambiguous title to a collection object. In these situations, it may be prudent to remove the object from the collection. This will be done through the deaccession process.

E. Deaccession guidelines:

1. Objects may be disposed of by exchange, donation, sale, or destruction. If disposed of by sale, Gunflint Trail Historical Society Board of Trustee members, staff, and any relatives are not permitted to purchase the item.
  2. Preferences to any particular type of deaccession will be dependent upon such factors as material condition of the object, expressed desire for the object, financial value of the object, nature of the potential recipient, etc.
  3. Scholarly or cultural organizations will be given preference over private individual or commercial organizations as potential recipients of an object.
  4. Local, state, and national interests will be considered in order of preference as potential recipients.
  5. In the event that there are not any potential recipients of an object, or it has seriously deteriorated, other uses should be considered for an object prior to destruction.
  6. Donor(s) of objects being considered for deaccession who may still be alive, and for whom there is a current address, will be advised of the deaccession actions and will be given an opportunity to reacquire the object.
- F. Disposition of funds that are realized from sale of a collection object being deaccessioned will be determined by the Gunflint Trail Historical Society Board of Trustees.
- G. The deaccession of collection objects shall be entered into the record of the object. Data included in the record will provide the reason for the deaccession, the disposition method of the object, any funds realized from the deaccession, and the person authorizing the deaccession.
- H. Deaccession of collection items identified as protected by the Native American Graves Protection and Repatriation Act (NAGPRA) must be compliant with the steps and standards as put forth in the Act.
- I. Deaccession of items deemed to be collected illegally in a country outside of the United States should be initiated in conjunction with the appropriate department of that country with the intention the object be repatriated to its country of origin.

V. Loan of Objects, Artifacts, and Other Items

A. Loans are temporary assignments of collection objects from the Chik-Wauk Museum and Nature Center or temporary assignments of similar objects to the Chik-Wauk Museum and Nature Center for stated purposes such as exhibition or research. These assignments do not involve a change in ownership.

B. Outgoing Loans

1. As a general policy, collection objects in the collection will only be loaned to similar institutions that ensure sufficient environmental protection, have adequate safety precautions, will encourage research on and public enjoyment of the object, and will avoid use of the object for private gain.
2. Guidelines for an outgoing loan of a collection object:
  - a. Loans of collection objects from the museum or nature center are to be approved by the staff so designated by the Gunflint Trail Historical Society Board of Trustees or by the Gunflint Trail Historical Society Cultural & Collections Review Committee. Loan items that are not consistent with the guidelines or for which uncertainty exists by the approving official will be referred to the Gunflint Trail Historical Society Cultural & Collections Review Committee.
  - b. The Gunflint Trail Historical Society Cultural & Collections Review Committee will approve any unusual conditions that may be placed on the outgoing loan of a collection object.
  - c. Collection objects will not be loaned if there is a question whether the object(s) can withstand travel, extra handling, or climate change.
  - d. Loans will be made for specified periods of time. See Attachments for the Outgoing Loan Agreement form which must be completed by the Recipient and the officer so designated by the Gunflint Trail Historical Society Board of Trustees.
  - e. Electronic item records will be updated to enable the staff to monitor the end dates of loans. Monitoring of the loan dates will be performed by the staff. The recipient of an outgoing loan will be reminded of the upcoming expiration date at least 4 weeks prior to the date. The Gunflint Trail Historical Society Cultural & Collections Review Committee will be advised of overdue loan objects no later than 4 weeks after the expiration of the loan. It will then be the responsibility of the Gunflint Trail Historical Society Cultural & Collections Review Committee to take appropriate action to resolve the problem.
  - f. The approving official must take action to obtain proof that the recipient of the loan has adequate provisions for the safety, security, and handling of the collection object.
  - g. Adequate provision for insurance to cover the outgoing object must be available.
  - h. The required record for outgoing loan objects is described in Section VIII below.
  - i. Loans that are renewed or extended require a new signed loan agreement with the new loan period specified.

B. Incoming Loans

1. Guidelines for Incoming loans are:
  - a. Except as specified below, guidelines for incoming loans are similar to those for outgoing loans.
  - b. Objects may be borrowed for inclusion in temporary exhibits on the campus.
  - c. The approving official must take action to obtain proof that the Gunflint Trail Historical Society has adequate provisions for the safety, security, climate control requirements, travel, handling, and exhibit spaces for the incoming loan object.
  - d. Adequate provision for insurance to cover the incoming object must be available.
  - e. See Attachments for the Incoming Loan Agreement form which must be completed by the Owner and the officer so designated by the Gunflint Trail Historical Society Board of Trustees.

VI. Objects, Artifacts, and Other Items Placed in the Custody of the Gunflint Trail Historical Society.

A. Definition: Objects placed in the “custody of museums” are items that are not owned by the museum but are left temporarily in the museum for other than loan purposes, such as for attribution, identification, or examination for possible gift or purchase.

- B. Objects may be placed in custody of the Gunflint Trail Historical Society upon approval by the Gunflint Trail Historical Society Cultural & Collections Review Committee or those members of the staff so designated by the Gunflint Trail Historical Society Board of Trustees. If the approving official is uncertain about accepting custody of an object, approval must be referred to the Gunflint Trail Historical Society Cultural & Collections Review Committee.
  - C. As a general policy, objects will not be placed in the custody of the Gunflint Trail Historical Society until there is adequate provision for storage and there is a clear advantage to the Society to take custody.
- VII. Care of the Objects, Artifacts and Other Items in the Museum
- A. At all times, staff members and Gunflint Trail Historical Society Board of Trustee members should be aware of their responsibilities to follow the policies set forth in this document and to preserve and protect collection objects. It is the responsibility of the Gunflint Trail Historical Society Board of Trustees to monitor this consideration.
  - B. The collection objects, whether on exhibit or in storage, must have adequate protection against fire, theft, vandalism, and natural disaster, as well as harmful light, temperature extremes, humidity, and dirt. The Gunflint Trail Historical Society Cultural & Collections Review Committee, or the designated staff member, will establish procedures for handling such emergencies and ensuring proper conditions. The Gunflint Trail Historical Society Board of Trustees will approve these procedures. The Gunflint Trail Historical Society Board of Trustees and staff shall oversee the execution of the procedures.
  - C. The Gunflint Trail Historical Society Board of Trustees will define the delegation of responsibilities to staff members to monitor conservation needs.
  - D. Appropriate attention must be given to the packing and shipping of collection objects moving in or out of the Chik-Wauk Museum and Nature Center. The Gunflint Trail Historical Society Cultural & Collections Review Committee will define the delegation of responsibilities to staff members to accomplish this care.
  - E. An entry will be made in the record for a collection object whenever it is moved from its assigned exhibition or storage spot.
- VIII. Records
- A. The records required to be maintained are:
    1. The original and one copy of signed Deeds of Gift will be maintained as hard copies. The original will be maintained in the museum office and a copy maintained in a remote location or electronically as part the item's accession record of the as designated by the Gunflint Trail Historical Society board of trustees. This file is named the Deed of Gift file. The format and required data content of these records is displayed Attachments.
    2. Records of Oral History Deed of Gift and Informed Consent completed forms will be maintained as hard copies in the Oral History File. The original will be maintained in the museum office and the copy maintained in a remote location as designated by the Gunflint Trail Historical Society board of trustees. The format and required data content of these records is displayed in Attachments.
    3. Records of objects acquired through the accession process, or owned by means of previous processes, by the Gunflint Trail Historical Society for use on the campus will be maintained electronically. This file is named the Object Monitor File. One set will be maintained in the office and the second in a location remote from the museum as designated by the Gunflint Trail Historical Society board of trustees. The format and required data content of these records is displayed in Attachments.
    4. Data pertaining to objects disposed of through the deaccession process by the Gunflint Trail Historical Society will be maintained electronically. This data will be entered into the appropriate record in the Object Monitor File.

5. The original and one copy of signed outgoing Loan Agreement documents will be maintained as hard copies. The original will be maintained in the museum office and the copy maintained in the remote location as designated by the Gunflint Trail Historical Society board of trustees. This file is named the Outgoing Loan Agreement File. The format and required data content of these records is displayed in Attachments. In addition, data regarding the loan of this object will be entered onto its appropriate Object Monitor File record and onto the Tickler File.
6. The original and one copy of signed incoming Loan Agreement documents will be maintained as hard copies. The original will be maintained in the museum office and the copy maintained in the remote location as designated by the Gunflint Trail Historical Society board of trustees. This file is named the Incoming Loan Agreement File. In the event that the Loaning Organization does not provide its copy of a Loan Agreement, the format and required data content of these records is displayed in Attachment 5. In addition, data regarding the loan of this object will be entered into a temporary record in the Object Monitor File and into the Tickler File.
7. The original and one copy of the signed Custody Agreement documents will be maintained as hard copies. The original will be maintained in the office and the copy maintained in the remote location as designated by the Gunflint Trail Historical Society board of trustees. This file is named the Custody File. The format and required data content of these records is displayed in Attachment 6.
8. Records of deadlines for objects loaned by, or loaned to, the Gunflint Trail Historical Society will be maintained electronically. Records of deadlines for objects accepted for custody by the Gunflint Trail Historical Society will be maintained electronically. One set will be maintained in the office of the Chik-Wauk Museum and the second in a location remote from the museum as designated by the Gunflint Trail Historical Society board of trustees.
9. Insurance records may be maintained either in document or electronic mode depending upon the practice of the pertinent insurance firm. Depending on the nature of the individual contracts, an original and one copy or backup electronic copy will be maintained in the Insurance Document or Electronic File. The original set will be maintained in the office on the campus.
10. Data pertaining to conducted inventories, whether full or partial, will be maintained in an electronic file named the Inventory File. One set will be maintained in the campus office and the second in a location remote from the campus as designated by the Gunflint Trail Historical Society board of trustees. The format and content of inventory records shall be determined by the Gunflint Trail Historical Society board of trustees, or a designated staff member.
11. Import and/or Export permits of collection objects will be collected and maintained in the same manner as Deeds of Gift.

B. The original and copy of all agreements will be filed immediately following receipt of the completed documents. A new object record with appropriate data will be entered into the electronic collection database following each accession, Incoming Loan object, or acceptance of an object on a custodial basis. Appropriate data will be entered into appropriate record in the electronic collection database promptly following deaccession, outgoing loan, location change, returned loan object, return of an incoming loan object, and other transactions regarding an object in the campus.

#### IX. Insurance

- A. The land, roads, trails, and original lodge building comprising Chik-Wauk Museum and Nature Center are owned by the United States Government through the Department of Agriculture, Forest Service. The Gunflint Trail Historical Society maintains insurance as required by the Forest Service. The Gunflint Trail Historical Society does have ownership, or custody, of all collection objects contained in the Chik-Wauk Museum and Nature Center campus buildings, all buildings constructed by the Gunflint Trail Historical Society on campus, and off-campus buildings owned by the Gunflint Trail Historical Society.
- B. Insurance coverage is included in general operations expenses. In determining the amount of insurance coverage, the Gunflint Trail Historical Society Board must consider on a continuing basis:
  1. The proper allocation of funds between insurance requirements, protection, conservation, packing and transportation requirements.

2. Whether to insure collections at full or partial value.
3. Insurance on outgoing loan collection objects.
4. Insurance on incoming loan collection objects.
5. Insurance on items accepted for custody by the Gunflint Trail Historical Society.
6. The required records of insurance coverage are described in Section VIII above.

X. Inventories

A. The Gunflint Trail Historical Society Cultural & Collections Review Committee or the designated member of the staff will establish inventory procedures. These procedures shall address several topics such as:

1. A uniform method of maintaining inventory records.
2. Periodic comprehensive inventories
3. Spot-checking of inventories
4. Procedures to be followed if collection objects appear to be missing.

B. The inventory procedures will be approved by the Gunflint Trail Historical Society Board of Trustees.

C. The required record of inventories is described in Section VIII above.

XI. Access to the Objects, Artifacts and Other Items in the Museum

A. The Gunflint Trail Historical Society Cultural & Collections Review Committee or the designated staff members shall establish procedures for access to its collections. This includes physical access to the objects as well as the collection records of the museum. The procedures:

1. Shall include when access may be denied and who may deny such access.
2. Shall define when and if fees will be charged for reproduction of Chik-Wauk Museum and Nature Center material.

B. The Gunflint Trail Historical Society Board of Trustees shall approve these procedures.





THE GUNFLINT TRAIL  
*Historical Society*  
 "A Legacy of the Northwoods "

DEED OF GIFT  
 Gunflint Trail Historical Society  
 Chik-Wauk Museum and Nature Center  
 28 Moose Pond Road  
 Grand Marais, MN 55604

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I own the personal property described below and desire to give said personal property to the Chik-Wauk Museum and Nature Center. I do hereby irrevocably and unconditionally give and transfer to the Gunflint Trail Historical Society all rights, title, and interest, including all copyright, trademark, and related interests, in and to the following described property.

Description of Gift:

Previous and current ownership trail (provenance) of gift:

How/where was this object collected?

Is this item of Native American or First Nations origin? If yes, steps must be taken to assure compliance with NAGPRA before acceptance.

Is this object of non-United States origin? If yes, steps must be taken to assure compliance with import & export laws before acceptance.

By my signature below, I accept the forgoing conditions and acknowledge reading any attached information.

This gift is given in memory of: \_\_\_\_\_

Dated: \_\_\_\_\_

Donor/Agent

Donor/Agent

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

The gift described above is accepted for the Gunflint Trail Historical Society & Chik-Wauk Museum & Nature Center.

By: \_\_\_\_\_

Name

Title

Date

The Gunflint Trail Historical Society is a 501c (3) non-profit organization recognized as tax-exempt by the IRS, under section 501c (3). No goods or services were provided by The Gunflint Trail Historical Society in return for this contribution. The Gunflint Trail Historical Society manages Chik-Wauk Museum and Nature Center in partnership with the United States Forest Service.

# ORAL HISTORY DEED OF GIFT

**Gunflint Trail Historical Society  
Chik-Wauk Museum and Nature Center  
28 Moose Pond Road  
Grand Marais, MN 55604**

I, \_\_\_\_\_, hereby give to the Gunflint Trail Historical Society, Grand Marais, Minnesota, unrestricted use of this tape. I understand that what I can remember, the experiences I have had as told in this interview, will be used to better understand the overall history of the Gunflint Trail. I therefore release the ownership of this interview to the Gunflint Trail Historical Society including all intellectual property rights.

Dated:

At:

Interviewer Signature:

Interviewee Signature:

Interviewee Address:

Interviewee Telephone Number:

# ORAL HISTORY INFORMED CONSENT

**Gunflint Trail Historical Society  
Chik-Wauk Museum and Nature Center  
28 Moose Pond Road  
Grand Marais, MN 55604**

1. I hereby agree to participate in an interview in connection with the oral history project of the Gunflint Trail Historical Society. I understand that I will be asked about my memories of the history of the Gunflint Trail.
2. The interview will be audio-taped and videotaped. In the interview I may be identified by name, subject to my consent. I may also be identified by name in any transcript (whether verbatim or edited) of such interview, subject to my consent. If I choose to remain anonymous, I know that the tape(s) of my interview will be closed to use, and my name will not appear in the transcript or reference to any material contained in the interview.
3. I understand that the interview will take approximately two hours and that I can withdraw from the project without prejudice prior to the execution and delivery of a Deed of Gift, a form of which is attached. In the event that I withdraw from the interview, any reference to me or this interview will be destroyed.
4. Subject to the provisions of paragraph five below, I understand that, upon completion of the interview, the tapes and content of the interview belong to the Gunflint Trail Historical Society, and that the information in the interview can be used by the Gunflint Trail Historical Society in any manner it deems appropriate, including, but not limited to, use by researchers in presentations and publications, use in a museum, use in a video about the Gunflint Trail or use in a book about the history of the Gunflint Trail.
5. The Gunflint Trail Historical Society agrees that: (1) it will not use or exercise any of its rights to the information in the interview prior to the signing of the Deed of Gift; (2) the Deed of Gift will be submitted to me for my signature at completion of the interview; and (3) restrictions on the use of the interview can be placed in the Deed of Gift and will be accepted as amending the Gunflint Trail Historical Society's rights to the content of the interview. I understand that I have the right to review the tapes or transcript of the interview before I sign the Deed of Gift.
6. Any restrictions as to use of portions of the interview indicated by me will be edited out of the final copy of the transcript.

\_\_\_ I agree to be identified by name in any transcript or reference to any information contained in this interview.

\_\_\_ I wish to remain anonymous in any transcript or reference to any information contained in this interview. I wish to have the tape(s) containing my interview closed to use.

Interviewer Signature:

Interviewee Signature:

Interviewee Address:

Interviewee Telephone Number:

Date of Document:

# OBJECT MONITORING RECORD

Gunflint Trail Historical Society  
Chik-Wauk Museum and Nature Center  
28 Moose Pond Road  
Grand Marais, MN 55604

\_\_\_\_\_ Gift  
\_\_\_\_\_ Purchase \$ \_\_\_\_\_  
\_\_\_\_\_ Exchange  
\_\_\_\_\_ Incoming Loan  
\_\_\_\_\_ Temporary Custody  
\_\_\_\_\_ Other Source

Accession Number:

Received by:

Object Name:

Materials:

Maker/Artist/Manufacturer:

Place of Origin:

Description:

Condition:

Value:

Dimensions:

Name, address, telephone number, e-mail address of immediate source:

Dates of ownership:

Previous Owner:

Dates:

Previous Owner:

Dates:

Documents accompanying accession:

Donor Information (donation's use, age, association with place, individuals, or events):

Location (In museum, storage site, outgoing loan, etc.):

Date in Location:

Accepted by:

Accessioned by:

Catalogued by:

Bibliographic, photographic, and documentary cross-references:

Restrictions:

Remarks:

**Object Deaccession factors:**

Reason for deaccession:

Method of disposition:

Value realized by deaccession:

Authority approving deaccession and disposition:

Disposition:

# OUTGOING LOAN AGREEMENT

**Gunflint Trail Historical Society  
Chik-Wauk Museum and Nature Center  
28 Moose Pond Road  
Grand Marais, MN 55604**

The Gunflint Trail Historical Society is the owner of the property described below.

The Gunflint Trail Historical Society agrees to lend the above-described property to (Recipient):

For the dates:

The value of the property is:

By signature below, the Recipient accepts temporary custody of the property and agrees to provide for transportation from and to the Gunflint Trail Historical Society; provide for fire and theft insurance; and suitable environment conditions for the property during its temporary custody.

By my signature below, I accept the forgoing conditions and acknowledge reading any attached information.

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Recipient/Agent

\_\_\_\_\_  
Recipient/Agent

Authorization for the loan by the Gunflint Trail Historical Society:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
date

# INCOMING LOAN AGREEMENT

**Gunflint Trail Historical Society  
Chik-Wauk Museum and Nature Center  
28 Moose Pond Road  
Grand Marais, MN 55604**

Description of Property:

The Gunflint Trail Historical Society agrees to borrow the above-described property from (Owning Agency):

For the dates:

The value of the property is:

By signature below, the Gunflint Trail Historical Society accepts temporary custody of the property and agrees to provide for transportation from and to the Owning Agency; provide for fire and theft insurance; and suitable environment conditions for the property during its temporary custody.

By my signature below, I accept the forgoing conditions and acknowledge reading any attached information.

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Dated: \_\_\_\_\_

Authorization for the loan by the Owning Agency:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
date

# TEMPORARY CUSTODY AGREEMENT

**Gunflint Trail Historical Society  
Chik-Wauk Museum and Nature Center  
28 Moose Pond Road  
Grand Marais, MN 55604**

Description of Property:

The Gunflint Trail Historical Society agrees to accept temporary custody of the above-described property from (Owning Agency):

For the dates:

For the purpose of:

The value of the property is:

By signature below, the Gunflint Trail Historical Society accepts temporary custody of the property and agrees to provide for transportation from and to the Owning Agency; provide for fire and theft insurance; and suitable environment conditions for the property during its temporary custody.

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Dated: \_\_\_\_\_

Authorization delegating temporary custody to the Gunflint Trail Historical Society by the Owning Agency:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
date



### Sample Letter Turning Down a Donation

Letter turning down the donation of an item should:

- Be gracious
- Be apologetic
- Be empathetic
- Be clear and honest
- Tell a story
- Explain how a gift could actually harm the mission (not always applicable)
- Assist them achieve their goal (suggest another organization)

*Use GTHS Letterhead*

Date \_\_\_\_\_

Dear \_\_\_\_\_,

On behalf of the Gunflint Trail Historical Society (GTHS), thank you for offering the donation of \_\_\_\_\_ to the \_\_\_\_\_ (museum, watercraft building, etc.).

Donations must meet the mission, purpose, and vision of the Gunflint Trail Historical Society, as defined in its *Acquisitions and Collections Management Policy*. The Acquisitions and Exhibit committee maintains a list of items needed to fulfill the \_\_\_\_\_ (museum, watercraft building, etc.) exhibit needs. The theme, size and scope of each planned exhibit determines which items appropriately tell the story of that exhibit.

Unfortunately, your item does not fall under the current exhibit items needed. And, the GTHS has limited storage space for items not in use.

We appreciate your offer and understand the value it has to your \_\_\_\_\_ (family/personal history, etc.) but are unable to accept the donation at this time.

Sincerely,

Gunflint Trail Historical Society  
(Position of person signing)