



Ninety-Nines

*Inspiring Women Pilots
Since 1929*

NINETY-NINES MUSEUMS COLLECTION POLICY AND PROCEDURES



JULY 1, 2019

Ninety-Nines' Museums Collections Policy and Procedures

1. Mission, Vision and History

The Ninety-Nines is the International Organization of Women Pilots, whose mission is “to promote the advancement of aviation through education, scholarships, and mutual support while honoring our unique history and sharing our passion for flight.”

In support of this mission, the Ninety-Nines owns two museums dedicated to honoring the role of women in aviation: The Ninety-Nines' Museum of Women Pilots (MWP) and the Amelia Earhart Birthplace Museum (AEBM).

The Ninety-Nines Museum of Women Pilots is located on the second floor of the Ninety-Nines' Headquarters building, 4300 Amelia Earhart Lane, Oklahoma City, Oklahoma.

Established in 1998, the mission of the MWP is to

- Preserve the history of women in aviation
- Honor and recognize the contributions women have made in aeronautics
- Relate these histories and courageous exploits through exhibits, classroom and internet programs
- Publicize the advancements women aviators have made in their professional and personal lives
- Support the continuing advancement of women in aviation

The Ninety-Nines' first administration building was built in Oklahoma City in 1974 with a 99-year lease on six acres. They soon outgrew the one-story building and undertook fundraising to build a \$500,000, two-story building adjacent to the first building in 1986. This second structure was completed primarily with individual member donations in addition to a \$100,000 grant from the Mabee Foundation, \$10,000 from the Beech Aircraft Corporation, and \$50,000 from member Pat Roberts.

The main floor of the new building was dedicated to administration and the Resource Center which included museum displays, archives, library, aviation art, films, space-flown objects, and the oral/video history collection. As additional aviation collections were donated to the Ninety-Nines, it became imperative to expand display and storage space for these valuable items. The membership of the organization enthusiastically supported finishing the building's second floor for a Museum of Women Pilots. Financing for this enormous undertaking came from the membership, benefactors Vic and Anita Lewis for \$100,000; and grants from several organizations including the Oklahoma City Community Trust for \$6,000. All labor to organize and set up the museum was provided by the members.

The Ninety-Nines Museum of Women Pilots held a grand opening in July 1999 which was attended by many members and guests, including pioneering aviatrixes. As additional funding was acquired through donations, grants, and sponsorships, the museum was able to add display cases, an office area, archival storage containers, and appropriate shelving for an ever-expanding

library and climate-controlled collection room which houses the museums artifacts. *A Wall of Wings* recognizes museum supporters who purchased a symbolic “wing” to memorialize themselves or someone else.

The signature artifact for the Ninety-Nines Museum of Women Pilots is Louise Thaden’s 1929 Travelair in which she won the “heavy” class in the 1929 First Women’s National Air Race from Santa Monica, California to Cleveland, Ohio. The aircraft was acquired by member donations and the sponsorship of Bill Allen of Allen Airways Museum. It is currently on display at the Science Museum in Oklahoma City.

The MWP is now recognized as the leading source of both current and historical information about women in aviation and aerospace. The MWP provides an opportunity for students, researchers, and history enthusiasts to walk through displays representing women who have participated in aviation from the earliest flights to the present day. The Museum also serves as a resource for researchers, authors, filmmakers, and other media producers working on projects related to the important role women have played in the field of aviation. Archives include memorabilia, photographs, documents, artifacts, and oral histories. As a Trust of the Ninety-Nines, Inc., the 99s Museum of Women Pilots preserves and protects the organization’s heritage and fulfills the legacy given it by the original ninety-nine charter members.

The Amelia Earhart Birthplace Museum, 223 North Terrace, Atchison, Kansas, is the restored childhood home of Amelia Earhart. The wood-frame, Gothic Revival cottage is perched high on the west bank of the Missouri River. Amelia was born in the home on July 24, 1897 to Edwin Stanton Earhart and Amy Otis Earhart. Judge Alfred Otis and Amelia Harres Otis lived in the home until 1912, when they both passed away. Two families occupied the home prior to 1956 when it was purchased by Paul and Winney Allingham. The Allinghams lived in the home until 1984 when they both died without children or plans for the home's disposition.

Shortly thereafter, Dr. Eugene J. Bribach of Atchison, contributed \$100,000 to The Ninety-Nines, (to which Amelia not only belonged, but also served as the inaugural president) to assist with the purchase and maintenance of the home. The Ninety-Nines, Inc. took possession of the home in 1984. In 1997, the 100th anniversary of Amelia's birth, the Kansas Historical Society awarded first place to the Amelia Earhart Birthplace Museum, presenting the Museum the Nyle J. Miller Award for their extensive restoration efforts. Today, the Ninety-Nines continue their fund-raising efforts to maintain and improve this treasured landmark and its contents.

2. Statement of Authority

The direction, mission, and purpose of each museum is carried out by an elected Board of Trustees. Each Museum Board of Trustees shall provide the Ninety-Nines Board of Directors with an annual report.

The MWP Board of Trustees is comprised of at least six members of the Ninety-Nines, elected by the membership. The Ninety-Nines. Member trustees may appoint up to three interested residents of Oklahoma City to serve as trustees. All appointed Trustees are approved by the



Board of Directors of the Ninety-Nines, Inc. Trustees shall obtain, collect, maintain and manage funds, memorabilia, artifacts and exhibits associated with the 99s Museum of Women Pilots.

The AEBM Board of Trustees consists of at least five trustees elected from the membership of the Ninety-Nines, and four non-99 trustees appointed by the member Trustees. All appointed Trustees are approved by the Board of Directors of the Ninety-Nines, Inc.

Trustees shall obtain, collect, maintain and manage funds, memorabilia, artifacts and exhibits associated with the Amelia Earhart Birthplace Museum.

The Ninety-Nines, Inc. is the owner of the Museum of Women Pilots and the Amelia Earhart Birthplace Museum, and their collections.

3. Code of Ethics

The Ninety-Nines Museum of Women Pilots (MWP) and the Amelia Earhart Birthplace Museum (AEBM) make unique contributions to the public by collecting, preserving and presenting the history of women pilots. Part of the mission for both museums is to exhibit and educate using the materials collected and preserved, with the goal of advancing an understanding and appreciation of women's involvement with aviation throughout the ages.

The MWP and the AEBM are non-profit institutions that comply with applicable local, state, federal and international laws and conventions, which include legal standards governing trust responsibilities. The Board of Trustees for each museum takes affirmative steps to maintain each museum's integrity by acting legally and ethically.

Accountability to the mission of the museums and to The Ninety-Nines, Inc. is essential to those who work for the museums, whether as volunteers or as paid employees. Where conflicts of interest arise – actual, potential, or perceived – the duty of accountability is never compromised. No individual is to use his or her position in the AEBM or the MWP for personal gain or to benefit another at the expense of the museum, its mission, its reputation and/or The Ninety-Nines, Inc.

Governance

The governing bodies of the AEBM and the MWP are the authorities which protect and enhance the museums' collections, programs, and physical, human and financial resources. They ensure that all these resources support each museum's mission.

The governing authorities for the museums ensure that:

- all those who work for or on behalf of the museums understand and support their missions and the trust responsibilities



- their members understand and fulfill their trusteeship and act corporately rather than individually
- the museums' collections, programs, and physical, human and financial resources are protected
- they are responsive to and representative of the interests of The Ninety-Nines, Inc.
- they maintain relationships with staff in which shared roles are recognized and separate responsibilities are respected
- working relationships among trustees, employees and volunteers are based on equity and mutual respect
- professional standards and practices inform and guide museum operations
- policies are articulated, and prudent oversight is practiced
- governance promotes the good of the museums rather than individual financial gain

Collections

The stewardship of collections entails the highest trust of The Ninety-Nines, Inc. and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility and responsible disposal.

The Museums ensure that:

- collections in their custody support their mission and trust responsibilities
- collections in their custody are lawfully held, protected, secure, unencumbered, cared for and preserved
- collections in their custody are accounted for and documented
- access to the collections and related information is permitted and regulated
- acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of resources and discourages illicit trade in such materials
- acquisition, disposal, and loan activities conform to their mission and trust responsibilities
- disposal of collections through sale, trade or research activities is solely for the advancement of the museums' mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum, but in no event shall they be used for purpose other than acquisition or direct care of collections.
- collections-related activities promote the museums' good rather than individual financial gain
- competing claims of ownership that may be asserted in connection with objects in their custody are handled openly, seriously, responsively, and with respect for the dignity of all parties involved.

Programs

Programs further the museums' mission and are responsive to the concerns, interests and needs of society. The museums ensure that:

- programs support their mission and trust responsibilities
- programs are founded on scholarship and marked by intellectual integrity

- programs are accessible and encourage participation of the widest possible audience consistent with their mission and resources
- programs respect pluralistic values, traditions and concerns
- revenue-producing activities and activities that involve relationships with external entities are compatible with the Museums' missions and support their trust responsibilities
- programs promote the museums' good rather than individual gain

4. Scope of Collections

The Ninety-Nines, Inc. ("the organization") collects objects for the purpose of preserving and interpreting the history of women pilots as defined in the organization and museum mission statements.

Objects collected for the organization must fall in the following categories:

- Three dimensional artifacts - authentic objects specifically related to the history of women pilots
- Two dimensional artifacts - original letters, manuscripts, drawings, maps specifically related to the history of women pilots

Guidelines for Accepting Objects:

- The object must reflect the purpose of the organization.
- The organization must have the capability to properly care for, preserve, store and exhibit the objects in a manner which meets professional museum standards

Guidelines for Non-Acceptance of Objects

The organization may choose not to accept objects which

- Are in such poor condition as to require conservation treatment beyond the organization's technical and financial capabilities
- Duplicate similar items in the collection.
- Are of questionable authenticity or ownership.
- Are of vague historical association or unproven provenance.

The Ninety-Nines shall not knowingly accept or purchase:

- Any object which was illegally imported or illegally collected in the United States
- Any object obtained through irresponsible damage or destruction of archaeological sites, cultural or national monuments, museums or human burial sites.

5. Categories of Collections

A. Based on information obtained from the Object Information Sheet and by research and observation, an organization representative will assign one of the following categories to each artifact:

- Type 1: Primary - Objects of the finest quality, with verified provenance used only for exhibition and research.
 1. These objects will be housed and displayed with the greatest security and will not be placed on "permanent" display.
 2. Public access will be restricted and carefully documented.
 3. They may be loaned to qualified educational institutions with a full vote of the appropriate organization board.
- Type 2: Secondary - Objects which are either duplicates, damaged, or of lesser historic significance.
 1. Professional standards of care for museum artifacts will be followed, but collection will not be subject to the restrictions of a Type I object.
 2. These objects may be made available for loan to other museums or educational institutions for a restricted period of time with majority vote of the board of the organization, museum, or trust.
- Type 3: Exhibit Property - Objects of an expendable nature, used for the sole purpose of display or educational programming.
 1. Based upon thorough historic research, Exhibit Property items may be modified in keeping with historical appearances.
 2. Objects may be utilized in educational programs, such as trunk shows to local schools, in a discovery room or other hands-on educational activities.
 3. The letters "EP" will be added to the end of the accession number to indicate this classification.
- Type 4: Expendable - Objects not suitable for exhibition or research, which are part of the collection as of the date of approval of the Collections Policy. Collection items will not be pursued for this category after the Collections policy is approved.

6. Acquisitions/Accessioning

The Ninety-Nines' museums seek and will consider additions to their collections that further the organization's mission and promote a greater understanding and appreciation of the history of women pilots. As such, artifacts may be acquired through donation, bequest, or purchase when necessary conditions are met. Artifacts accepted for accession shall be considered as permanent additions to the collection to be maintained in perpetuity as long as they retain their physical integrity, identity and authenticity and remain consistent with the organization's stated mission.

All artifact donations are considered outright and unconditional gifts to be utilized at the discretion of The Ninety-Nines and must be free of any legally binding restrictions contained in the terms of the gift or purchase.

The Ninety-Nines does not provide appraisals; donors are responsible for arranging and paying for their own appraisals.

The Ninety-Nines assumes no responsibility concerning the deductibility of any donation, other than acknowledgment of the gift.

Procedures for Accepting Objects into Museum Collections

The Ninety-Nines museums follow the procedures outlined in *Appendix 1* for accepting objects into their collections.

Declining Objects

When an object is declined as a gift, the donor must be contacted within thirty (30) days to schedule an appointment to return the object.

If the donation was received through the mail, or under other circumstances where possible, the donation will be returned using Registered Mail with a Return Receipt requested.

After making all reasonable efforts, if the organization is unable to return the object within sixty days after written notification, then the organization shall have absolute right to place the object in storage and to charge regular storage and insurance fees.

If, after one year following notification, the object still has not been reclaimed, then in consideration for storage, insurance and safekeeping during such period, the object shall be deemed an unrestricted gift to the organization.

The appropriate organization board shall determine final disposition of the object.

Accessioning

Accessioning is the formal act of legally accepting an object or objects to the category of material that a museum holds in the public trust. ("Anatomy of a Collections Management Policy," American Alliance of Museums)

The Ninety-Nines museums follow the procedures outlined in *Appendix 3* when accessioning objects into museum collections.

7. Deaccessioning

The organization must be able to protect and improve the quality of its collections through exchange, transfer, or disposal of artifacts. Deaccessioning is the process of permanently removing accessioned artifacts from the collection. Artifacts will be deaccessioned only if they have lost their physical integrity, usefulness, authenticity or relevance to the organization's purpose. Organization artifacts will be disposed of in compliance with appropriate state laws and regulations. In order to avoid undue controversy, the appropriate organization, trust, or museum board and its representatives will strictly adhere to the deaccessioning procedures outlined here.

- A. One or more of the following conditions qualifies an artifact for deaccessioning:
- Falls outside the scope of The Ninety-Nines' Collection Policy



- Duplicates one or more objects in the collection
 - Lacks physical integrity or has deteriorated beyond usefulness
 - Authenticity has been firmly refuted by an authority with the expertise relevant to the object in question
 - Is composed of material hazardous to the safety of persons or of other objects in the collection
 - Cannot be properly preserved by the organization
 - Is subject to legislation requiring the removal
- B. The organization board and representatives shall make every reasonable effort to ascertain that the organization is legally free to deaccession the object in question. There must be no legally binding restrictions contained in the original terms of gift or purchase that prohibit disposal. Such restrictions shall be strictly observed, unless a court of competent jurisdiction has authorized deviation from these restrictions.
- C. No object may be deaccessioned within two years following its acquisition by the organization.
- D. An organization representative may propose to deaccession collections materials by submitting a completed Deaccession Worksheet to the organization board.
- The organization board will view the collection item first hand, study all supporting documentation, and evaluate the written proposal.
 - After due deliberation, the organization shall accept or reject the proposal by a majority vote.
- E. Deaccessioned objects shall not be non-competitively transferred by any means to any museum or organizational employees, members, volunteers, board members, their families, or representatives. However, anyone may participate in an approved sale that includes participation by the public.
- F. Deaccessioned objects shall be disposed of by the following methods, in accordance with all state and federal regulations and professional museum practices:
- Transfer of object to another museum or non-profit institution.
 - Sale of object, only through competitive means, where the organization's identity may or may not remain anonymous.
 - Destruction of deaccessioned objects that are of hazardous nature or in a state of deterioration beyond redemption.
 - Transferal of objects to non-accessioned collection for use in research or educational programming.
- G. The organization board may consider returning items to their original donor but must understand that this practice can be problematic for several reasons. Organizations and museums hold collections in trust for the public and placing objects into the hands of private citizens does not meet this objective. Returning objects to donors sets a dangerous precedent and raises expectations of such actions in the future. There can also be tax complications with this practice.

- H. All proceeds from deaccessioned objects will be used to augment, improve, or conserve collections. Proceeds from the disposal of the deaccessioned objects shall not be used for operating services of the organization, trust, or museum.
- I. The organization shall maintain permanent records of all deaccessioned artifacts, specifying the justification of removal and means of disposal. When the board approves the deaccession, all records relevant to the deaccessioned object will be updated.
- J. Organization numbers will be removed from the artifact before final disposition.
- K. Occasionally a request to return a collection object to the original donor or the donor's heirs will be received. The organization, trust, or board chair will be notified of such requests immediately.
 - A museum representative will research all files and information regarding the object to determine if the organization has free and clear title or determine restrictions placed on the object at the time of accession.
 - Return of objects to the original donor will only be considered if title is determined to still rest with donor.
- L. Deaccession of Loan Items - Items on loan that have been accessioned into the collection must still be deaccessioned through the above process prior to return to the lender.
- M. Deaccession of Undetermined Status Objects - Objects of undetermined status, which cannot be cleared up by a search of the records, may not be considered for deaccession until legislation has been passed regarding abandoned property that is applicable to museums. Items can only be deaccessioned if the organization holds or can establish title.

8. Loans

The Ninety-Nines Museums loan artifacts to or from non-profit and accredited institutions to further the organization's mission. Items in the collections are lent for public exhibition, research, and other educational purposes. If lent for commercial use, it can only be for limited, clearly defined purposes.

The Museums will not lend an object if its display in the museum is necessary to maintain the integrity of the museum's own gallery installation or exhibition program.

Loan processes and procedures are described in *Appendix 5*.

9. Conservation and Care

A. Each museum's trustees are responsible for ensuring proper care of that museum's collections. Objects under their supervision shall be treated according to accepted professional practices. Such care includes the documentation, maintenance, security, proper storage, exhibition and conservation, insurance and protection against fire, theft, vandalism and natural disasters. All organization, trust, or museum representatives must be aware of their responsibilities to preserve and protect the collections.

1. No Type 1 artifact will be placed on permanent display.



1. No Type 1 artifact will be placed on permanent display.
2. Nothing shall be done to permanently alter any Type 1 or Type 2 artifact's physical make-up for any purpose or reason, unless recommended by a professionally trained conservator.
3. Any cleaning, repair or other conservation will be performed according to professional standards and will be properly documented.
4. All artifact repairs will be recommended and performed by a conservator or professionally trained museum person and will meet the standards of best practices.
5. Specific areas will be designated as Collection Storage. All artifacts not on display will be placed in the designated collection storage areas.
 - Only designated organization, trust, or museum representatives will have access to storage areas
 - Only artifacts will be placed in collection storage areas. Absolutely no other type of materials will be placed in these areas.
 - Public access to collection storage areas will be restricted.
 - All collection storage areas will be locked at all time, unless staffed.

B. Any damage incurred to artifacts will be duly recorded as soon as it is noticed.

1. The damage will be photographed, and an Incident Report form will be completed. All photos and the report will be filed in the accession file.
2. The damage will also be documented in "Past Perfect" or equivalent.
3. Decisions on repairs will be based on the criteria previously stated.

10. Review and Revision

The Board of Trustees for the Ninety-Nines Museum of Women Pilots and the Amelia Earhart Birthplace Museum shall regularly review this Policy, at least every five years. Revisions to this Policy shall be approved by the Ninety-Nines International Board of Directors.

11. Effective Date

This Ninety-Nines Museums Collection Policy was approved on August 12, 2019.

<i>Jan McKenzie</i>	<i>August 13, 2019</i>
Jan McKenzie, Ninety-Nines International President	Date
<i>Lisa A. Cotham</i>	<i>8/17/2019</i>
Lisa Cotham, Ninety-Nines Museum of Women Pilots Trust Chairman	Date
<i>Ann Shaneyfelt</i>	<i>9/20/2019</i>
Ann Shaneyfelt, Amelia Earhart Birthplace Museum Trust Chairman	Date

Appendix 1 – Procedures for Accepting Objects into Museum Collections

A. Any individual member or employee of The Ninety-Nines and/or employee of one of the organization's museums or trusts, who is contacted concerning a possible artifact donation, unless designated in writing, as an organization representative, should refer the potential donor to the museum, trust, or international board member in nearest proximity to the site of the donation.

B. The Ninety-Nine contacted about a possible donation must:

1. Contact the prospective donor, obtain background information concerning the artifacts by completing an Object Information Sheet, take photos if possible and inform the prospective donor of the general process for accepting artifact donations. If the potential donor wishes for the organizational representative to take possession of the artifact, they must sign a Temporary Receipt and agree to abide by the terms of that document.

2. Disburse all information to other appropriate museum, trust, or international board members within two weeks of obtaining such information, via e-mail, fax or postal service.

C. The appropriate board members should review the information and respond in writing via e-mail, fax or postal service, to the organization representative handling the possible donation, within two weeks.

D. An approval of two thirds of the appropriate board is required to accept artifact donations. If this number is not achieved, the object cannot be accepted into the collection; therefore the chair of the board must diligently pursue written approval or disapproval for each object.

E. Once the required votes have been received the Chair will notify the board, contact the donor and arrange for the object to be picked up or shipped.

F. The organization representative taking possession of the object must:

1. Prepare two Deed of Gift (Deed) forms, an Acknowledgement of Artifact Donation form and a thank you letter, and mail them to the donor, with a return-addressed, postage paid envelope, requesting that the donor sign both copies of the Deed and return the copy marked "Organization Copy" to the organization.

2. Create a donor folder, under the name of the person making the donation, and place a copy of the Deed into this folder, along with the Temporary Receipt (if one was issued) and original Object Information Sheet; then file the folder, alphabetically in the Donor File cabinet.

3. Place and a copy of the Deed and the Object Information Sheet with the object and move the object into the designated holding area until it is accessioned as outlined in Section 6 of the Museums' Collection Policy.

4. When the signed, original Deed is received, the copy Deed should be removed from the donor folder and the original, signed Deed should be placed into the donor file folder.

G. If the donor does not object, a press release may be sent to media.

H. Donations with a value of \$5,000 or more require that an Internal Revenue Service Form 8283 be completed. In order to trigger the requirement, the contributions must be valued in excess of \$5,000, or contributions by the taxpayer of similar objects in the taxable year to all charities must total a value in excess of \$5,000.

1. The taxpayer must obtain an appraisal from a qualified appraiser of the property contributed.
2. An appraisal summary must be attached to the return on which such deduction is first claimed.
3. The appraisal summary must be in such form as the Internal Revenue Service prescribes, it must be signed by the appraiser, and carry the tax identification number of the appraiser.
4. The appraisal summary must be acknowledged by the organization in such a manner as the Internal Revenue Service prescribes, (see note below).

NOTE: Under Section 155 of the Tax Reform Act of 1984, the Museum must receive copies of and "acknowledge" certain appraisal summaries donors are required to file with the IRS. The legislative history of this provision contains the following statement: "the donee's acknowledgement signature on the summary appraisal solely represents acknowledgement of receipt of the items described in the summary appraisal and in no way is to be construed as indicating the donee's agreement with or acceptance of the amount claimed for the donated property on the appraisal summary."

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Appendix 2 – Accessioning

Only after the organization has obtained legal title to an object, via a signed Deed of Gift, can the object be accessioned into the collection.

All artifacts shall be properly documented and cataloged following professional museum standards of collections management.

"Past Perfect" collections management software will be used for generating accession numbers and creating accession records on all objects in the permanent collection.

- A copy of each record will be printed and stored in the appropriate organization, trust, or museum office. Accession records will be filed by accession number.
- Each object will be properly marked with its unique accession number. Methods of marking different types of objects will follow the guidelines in The Museums Collection Policy and Appendices.
- Once an object is properly accessioned, with its number applied, it will be returned to storage, until such time as it may be used for exhibition or programming.
- Items "Found in the Collection" (FIC), with no documentation to indicate the organization's ownership will be assigned a three-part number similar to other artifacts, but the second part of the number will always be 00. Numbers will only be assigned following a complete search of records.
 - Accession records of FIC items will be filed numerically, in a binder identified as Found in Collection and stored with other accession records in the Museum office.

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Appendix 3 – Non-Artifact Collections

A. Non-artifact donations (those monies, items or property lacking any historic association and not considered to be original material significant to the preservation of the history of women pilots) are considered outright and unconditional gifts to be utilized at the discretion of The Ninety-Nines, Inc. ("the organization").

B. Any and all items or property offered to the organization, which hold significant historical value to the organization will be accessioned into the artifact collection of the organization; utilization of such objects will conform to all terms of the Collections Policy as approved by the International Board of Directors.

C. Items not considered suitable for accessioning may be utilized as determined by a majority vote of the International Board of Directors, unless otherwise specified in the governing documents of the recipient Trust.

D. Most donations to a 501(c)(3) are tax deductible, however the intricate and rapidly changing nature of tax law makes it in the best interest of the organization to totally abstain from offering any advice in this area. Donors should be advised to consult with a qualified Certified Public Account concerning the deductibility of their donation.

1. Donors are responsible for arranging and paying for their own appraisals. The organization assumes no responsibility concerning the deductibility of any donation, other than acknowledgment of the gift and confirmation of receipt of such gift, upon request, in the same manner as described in the Section 3 of the Museums Collection Policy.

E. Two copies of an " Acknowledgment of Donation" form will be completed for all non- artifact donations, such as cash or property. Both copies will be signed by an appointed organizational representative and the donor. The donor will receive one copy and one copy will be maintained in the business files at Headquarters in Oklahoma City.

F. All donations will be acknowledged with a thank you letter from the recipient museum or the Ninety-Nines Board of Directors.

Appendix 4 – Loans

A. Criteria for Outgoing Loans (lending)

1. Loans will be made in accordance with the current Museum procedures approved by the Board of Trustees.
2. Written requests for loans should include information on the intended use of the collections. A completed AAM Facility Report for each venue must accompany exhibition loan requests.
3. All loans shall be made for specified periods of time.
4. The borrower shall be responsible for all packaging, shipping, insurance expenses and any damage or wear associated with the loan.
5. Loans will not be made to institutions that cannot demonstrate knowledge and experience in handling and caring for museum collections or to institutions that have a record of mistreating previous loans from a Ninety-Nines Museum.
6. Loans are formalized with a signed agreement form stating terms of the loan and listing standard conditions of care for the artifacts.
7. An outgoing loan is closed when the Board of Trustees receives confirmation from the museum manager that all loaned material has been returned in good condition.

B. Authority to Lend Objects

1. The Museum Manager reviews requests for loans.
2. The Museum Board of Trustees and International Board of Directors must approve all loans of any artifacts or archival materials and may recall loans.

C. Criteria for Incoming Loans (borrowing)

1. Incoming loans will be made for the purposes of exhibition, education, or research.
2. The Ninety-Nines Museums will not knowingly borrow any item for which the lender does not possess good title or items acquired in violation of pertinent local, national or international laws.
3. Items deemed too unstable to withstand transit or display will not be accepted as a loan.
4. A signed loan agreement for all borrowed material must detail the purpose of the loan and all conditions governing the loan including insurance, rights for reproduction, loan fee and any other obligations required by the lender.
5. All borrowed items will receive the same standard of care in handling, storage, insurance and security as comparable items in the 99s collections. Special handling or treatment may be made available if required by the lender and written in the loan agreement.
6. All incoming loan agreements must have a termination date. No loans for storage or permanent loans will be made.



7. It is the responsibility of the lender to notify the museums of changes in contact information.
8. An incoming loan is closed when the museum manager receives confirmation from the lender that all loaned material has been received in good condition.

D. Authority to Borrow Objects

The Museum Board of Trustees and International Board of Directors must approve all borrowing of any artifacts or archival materials.

E. Considerations for all Lending and Borrowing

- Lender must have clear title and legal ownership
- Terms of the museum's loan agreement are specific to each loan
- Length of contract limited; possible renewal or review stages defined
- All loans to or from the museums must adhere to all applicable federal, state, local, and international laws, treaties, and regulations.
- Some or all objects are prohibited from loan as determined by each museum.
- Must be written to avoid indefinite or long-term loans by those with special relationships with the museum
- Document condition of all items; before and after transport and installation
- Evaluate potential borrowers. Are they AAM accredited, have facilities reports, insurance etc.

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