

Southern Alleghenies Museum of Art

Direct Care of Collections Allocation Table

Appendix A

Adopted July 1, 2020

PastPerfect Software-Training, Upgrade, Web Hosting for Organization access

All hardware and software needed for the Registrar and Curator to perform their duties in care of the collection including computers, printers, scanners, etc.

Equipment:

- Camera and Accessories

- Specialty lighting for photography and examination

- Light meters- portable

- Shelving

- Conservation Materials

 - Paper-Buffered and Non-Buffered

 - Storage related items (Hollinger/Ethylene/Glasine/EthaFoam/Acid Free Papers

- Humidity Recorders/Sling Psychrometers/Gallery recorders/storage recorders/on board-recorders (shipping)

- Mat cutter and accessories for all acid free installation board (collections use only)

- Easels (specialty for large paintings)

- Gloves/chemical exposure masks for cleaning

- Conservation cleaning materials (University Products, Talas, Conservation Inc. Gaylord)

- Hanging systems

- Lighting systems including light bulbs

Conservator fees, examination, treatment, rehousing

Frames

Tools (painting preparation for installations)

Shipping expenses (carrier services/FedEx White Glove/ UPS/USPS /specialty shipping)

Packing materials: bubble wrap and appropriate tapes, acid free containers

Insect prevention and treatments (monthly)

All specialty equipment reserved for collections use only (as per registrar and curatorial needs)

Air Filters (in areas related to collections and exhibition)

Humidifiers and De-Humidifiers / Portable AC units in collection and exhibition areas

Framing and Matting cost

Traveling/Mileage

Insurance on SAMA's collection

Office materials related for the care of the collection

Environmental stability for collections habitat

Addendum to Accounting Policy list for use of Deaccessioned funds for care of collections:

The American Association of Museum Directors recent statement for use of deaccessioned funds for use in care of collections may include for the period of two years from April 2020-April 2022, items listed and recorded with the approval by the Board of Trustees in June 2021. The expense of staff salaries for professional staff members caring for the collection maybe considered as part of the "care of collections de-accession restricted fund use". This may include professional salaries of Registrar, Curator, Preparator or conservationists working on behalf of the care of permanent collections at SAMA. The expenses charged to the de-accession fund will be annotated during this period of policy adjustment April 2020-April 2021 for the purpose of the museum's annual audit and to comply with the AAM standards of care and management.