



Town of Homer
Town Hall Building

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COLLECTION MANAGEMENT POLICY

Approved by the Board of Trustees of the Town of Homer, New York, in the County of Cortland, on -----, 202—

MISSION STATEMENT: Founded in 1794-95, the Town of Homer, New York, realizes its need to participate in recognizing the heritage of the community it serves. While it is not the responsibility of the Town as a municipality to operate a museum of art and historical artifacts, the Town recognizes it has through the years become a repository for works of art and artifacts of significance to the Town's history. Some of these items have come into the Town's possession through donations and have subsequently been made accessible to the public through display within the historic Town Hall built in 1908. Of special note, are the two nineteenth century portraits rendered by Homer's native son Francis Bicknell Carpenter who gained fame for his iconic image of President Lincoln in his "First Reading of the Emancipation Proclamation before the Cabinet" rendered during six months at the White House in 1864. Thus, the Town is dedicated to the preservation of these paintings by Carpenter and any art work or artifacts entrusted to their care and to the valuable role they play in understanding and appreciating local history. Such items are referred to in this document as "Collection."

ACQUISITION AND COLLECTION OVERSIGHT: The responsibility for the oversight of any art work or artifacts now owned by or acquired in the future by the Town of Homer falls upon the Town's Historian and the Board of Trustees. The Historian is to keep the Board apprised of all notable acquisitions made in any given year, especially in regard to works of art and artifacts that come to that Office. While the Historian is chiefly responsible for ephemera and photographs that should be archived by the Town, tangible artifacts and works of art not specifically deemed to be put into the Town's ownership, are to be left to the Historian's discretion as to the most suitable repository in the area for each, such as the several museums and historical societies in the environs of Homer.

PROVENANCE: The Town of Homer will not purchase or accept as a gift, bequest or loan any work of art or artifact it knows or has good reason to believe is not significant to the history of the town or is of questionable provenance or was stolen or sold under duress. In acquiring works of art entrusted to its ownership, the Town, through the efforts of its Historian, will make a good faith effort to maintain a record of the item's provenance (origin and previous ownerships).

OUTGOING LOANS: Should any requests be made for art work or artifact(s) in the Town's Collection to be provided on temporary loan to another organization, said loan requests must be evaluated in light of the art-historical and scholarly value of the exhibition for which they are requested. The borrowing institution must be able to ensure the safety of the loan before a loan is approved. All loan requests must be approved by the Historian and the Town Board. It is understood that certain works of art should not leave the Town Hall except under extraordinary circumstances because of their physical condition or their great importance to the Town's history. All loans should be for a specific period of time and should be documented by written loan agreements between the Town of Homer and its borrowers, which should be signed by both parties prior to transport. Packing and transportation arrangements must be made by or agreed to by the Historian.

INSURANCE: The Trustees of the Town of Homer should regularly review the type and amount of insurance carried for any of its physical assets, including significant works of art or artifacts in its Collection, especially any going out on loan.

LOANS TO THE TOWN: In the rare case works of art or artifacts relevant to the town's history might be temporarily loaned to the Town for public exhibition in the Town Hall, the Town should exercise the same standard of care for borrowed items as it exercises for its own Collection.

CARE OF THE COLLECTION: The Town Board and the Town Historian are entrusted with the preservation of the Town's works of art and must be guided by an absolute respect for the integrity and conservation of the works of art. Conservation and protection from physical harm is essential to the stewardship of any works of art and to extending their lifespan. It is understood that only under the direst circumstances should significant works of art or artifacts be offered up for sale, since that would be relinquishing the Town's responsibility to preserve, promote, and celebrate its heritage.