The Antique Wireless Association

The Antique Wireless Association (“AWA”), incorporated as an Educational organization under the laws of the State of New York State, was founded in 1952. The AWA is the largest organization in the world of radio historians and collectors. The AWA is proud of its status as an organization of true historians and publishes well researched and written publications on the history of electronic communication.

AWA and its members support the Antique Wireless Museum (“Museum” or “the Museum”) and which is open to the public on a regularly scheduled basis. The AWA is chartered by the State of New York.

The Antique Wireless Museum operates in accordance with and is structured under Section 3.27 of the Rules of the Board of Regents, effective 9/29/2005, and operates with a budget of just over $100,000 annually. The museum operates with an all volunteer, unpaid staff of qualified administrators.

This Museum Policy Manual is the operating document for the Antique Wireless Museum. The use of this manual was approved for use by the AWA Board of Trustees at a formal meeting on November 4, 2012, as documented in the Meeting Minutes.

Prepared by: ______________________________
Bruce Roloson, Curator

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Vision Statement

The Vision of the Antique Wireless Association is to preserve and share the history of technology used to communicate and entertain from the first telegram to today’s wireless text messaging.
**Collection Management Policy Statement**

This collections management policy statement is intended to further define the clauses in the Bylaws respecting the Museum collection.

It is the policy of the Museum to collect and preserve only those items that support the Vision. More specifically, it is both the hardware and documentation that defines the technologies of the telegraph, telephone and wireless periods, through and including modern techniques developing today for text messaging. Items closely supporting the development of communications and entertainment technologies, such as radio detectors, tubes, solid state devices and other component parts are likewise collection candidates.

Artifacts that have historical significance or provenance will be given special consideration. Historical significance is defined as an artifact that cannot be duplicated or improved upon. For example; in the collection is the CW key that sent the SOS from the sinking *Morrow Castle* passenger liner. The key itself is just a standard Vibroplex of which we have many far better examples. The fact that it has this unique history makes it eligible for the collection.

Collection criteria are further prioritized as being; primary, secondary and tertiary in nature.

**Primary**: Radio receivers and transmitters  
Components; tubes, keys and unique items  
Documentation depicting historical data, facts and early pioneers  
Television and television broadcasting hardware  
Telegraph and telephone items  
Cellular equipment and related technologies  
Material and Documentation to achieve perpetual maintenance of the above items

**Secondary**: Test Equipment directly related to development or maintenance of primary items  
Scientific devices directly related to development or maintenance of primary items  
Audio and High Fidelity items  
Radio and Television Programming; audio tapes, films, scripts, etc  
Documentation not supporting the Primary collection criteria  
Material and Documentation to achieve perpetual maintenance of the above items

**Tertiary**: Electrical items not related to communications; motors, power meters, lamps  
Documentation not supporting Primary or Secondary criteria but supporting the technologies.  
Material and Documentation to achieve perpetual maintenance of the above items  
Collection of duplicates parts for building/maintaining replicas
Acquisition, Accession and Registration

The reason to acquire objects should be to expand and refine the Museum collection in order to aid in carrying out the Mission.

The purpose of registration of museum objects is:

1. to preserve any associations with historic events, places, or persons that an item may have;
2. to promote the preservation of the object itself;
3. to establish the museum’s ownership of the object;
4. to aid in the interpretation of the object;
5. to allow the AWA to identify and account for every object in the collection, and,
6. to assist in determining the value of the collection.

There are two levels of ownership for museum objects:

Gifts and Acquisitions: These are items that have been donated, gifted or acquired for any purpose and are not formal parts of the museum collection. These items may be sold, traded or discarded at the will of the Curator.

Accessions: Accessioning is the formal process of moving an acquired item into the museum collection for perpetuity.

Accessioning of an object may occur after the Curator submits copies of a Justification for Accession form, with a signed Gift Certificate or bill of sale, and any other pertinent document, to the Accessioning Committee for approval. The Museum normally will not accession an object in which the Museum’s use of the object or the Museum’s right to display or not display the
object, is limited in any way. Within reasonable limits, the Museum may accept restrictions on how the gift will be acknowledged when it is displayed.
Responsibility

The Museum Curator is responsible for the Museum and is solely responsible for its collection. The Curator has the authority to accept acquisitions for the Museum collection. He or she shall have the sole authority to make or accept loans. The Curator will, from time to time, recommend items to be deaccessioned. The Curator will report, no less than two times a year, to the Board of Trustees on the condition of the exhibits, program and the collection. The Curator shall be an ex-officio member of all committees except the Nominating Committee.

The Curator will take steps to see that every object currently existing in the collection has:

1. An accurate Accession Record and description.
3. All known documentary information known about the object filed in an accession file and identified by the accession number of the object.

All new objects taken into the collection after the adoption of this manual will have the following:

Paper Records

1. A transfer of title document to the Museum may take one of two forms. In the case of gifts, the transfer document is a valid Certificate Gift. In the case of purchases, the transfer document is a valid bill of sale.
2. A Justification for Accession Form.
3. In the case of gifts, an acknowledgment of the gift by letter and a Certificate Gift form.
4. A unique accession number permanently affixed to the object.
5. An accession file on each accession is retained in a secure file cabinet.
Computer Records

1. A complete record shall be maintained on each object in the Museum in a computer data base. This record will contain enough data, in appropriate fields, so that the Museum may easily extract the following information:

   a. Management data, or data that relate the object and the records to each other.

   b. Descriptive data, or catalogue information; data about the object that can mainly be acquired by examining the object itself, or from fairly simple research techniques.

   c. Historical data that place the object in a historical context with people, places, or events.

Computer and Data Security

The Curator and the Registrar are responsible for all the collection records. Data shall be password protected. Passwords will be assigned to Staff on a need to know basis. The Curator will see that the original copies of the data base application program(s) and such other application programs as may be necessary to extract data. The Curator and/or the Registrar shall make a backup of the records. One copy of the backup will be kept with the computer and the other one off the Museum grounds. A paper backup shall be made and archived every year.

Accession Number

During the process of accessioning an artifact into the permanent museum collection the administrator needs to determine the accession number to be used. Each object will be numbered with a unique accession number that will never be duplicated. Because the act of accessioning covers both newly acquired items through the Temporary Custody process, as well as the accessioning of older museum owned items using this new procedure, the numbering scheme needs to accommodate both new and old items.

A procedure has been adopted and approved for use that defines how to generate accession numbers using any of five conditions of new or old numbering systems. That operating procedure is attached hereto and titled “Determining Accessioning Numbers.”
Nomenclature

The Museum will follow, to the extent practicable, a system of like nomenclature. It is important that all users of the system use the same terms. *Radio* versus *receiver* is a classic example. The nomenclature shall be confined to terms actually used in the Museum registration system where applicable.

Catalogues

The purpose of the Museum catalogue is to give the Museum easy access to the records and collection to aid the Museum staff in accounting. The Museum’s data base should be able to produce the following reports either on screen or in printed form:

1. All the records by accession number in numerical order.
2. All the objects alphabetically by title.
3. All objects by manufacturer, model number or other unique identifier.
4. All the objects by source. The report should be able to show the different types of sources (donor, purchase, bequest, etc.).
5. All the objects by location.
6. A listing of the value of each object and a total value for the listing.

Measurements

All measurements are to be in the U.S./English system. Examples: Feet, inches, pounds, ounces, degrees F, and the like. Metric may be used if that is the only pre-existing data available. Do not convert existing data.
Deaccessioning

The purpose of deaccessioning is to refine the collection so it will help carry out the Museum’s purpose.

The AWA deaccessioning rules conform to the relevant subsections of Paragraph (6) of subdivision (c), Paragraph (7) of subdivision (c), and Subdivision (e) of section 3.27 of the Rules of the Board of Regents as amended effective June 8, 2011. For reference, a copy of the Amended Rules of the Board of Regents is attached hereto as Appendix A.

The Museum may only deaccession objects from its collection for one or more of the following reasons:

1. The item is inconsistent with the mission of the institution as set forth in its vision or mission statement;
2. The item has failed to retain its identity;
3. The item is redundant;
4. The item’s preservation and conservation needs are beyond the capacity of the institution to provide;
5. The item is deaccessioned to accomplish refinement of the collections;
6. It has been established that the item is inauthentic;
7. The institution is repatriating the item or returning the item to its rightful owner;
8. The institution is returning the item to the donor, or donor’s heirs or assigns, to fulfill donor restrictions relating to the item which the institution is no longer able to meet;
9. The item presents a hazard to people or other collection items; and/or
10. The item has been lost or stolen and has not been recovered.

Moneys received from deaccessioning of any property from the collection will be placed in a restricted fund to be used only for the acquisition, preservation, protection or care of collections. In no event shall proceeds be used for any other purpose.

Using the Justification for Deaccessioning form, the Curator will recommend that an object be deaccessioned to the Accessioning Committee. Approvals: The Accessioning Committee is authorized to approve recommendations up to $1,500. Values greater than $1,500 also need the approval of the Museum Director or a Deputy Director. Upon approval, the object will be disposed of per the deaccessioning procedure.

The Museum may exchange or transfer objects in its collection for which it can no longer care or which fit the other criteria of the deaccession process. These transfers or exchanges will be with other museums, or educational agencies that can properly care for the object. Any object received
in an exchange must fit the Museum’s collection management policy. Exchanges and transfers must be approved by the Accessioning Committee, as with any other accession or deaccession.

Deaccessioned items will be noted as such, along with disposition information, and maintained in the collection data base for reference.

**Loans**

The purpose of a loan is to enhance the mission of the Museum. Loans out of the Museum should extend the Association’s purpose outside the walls. Loans into the Museum should augment the Museum’s purpose while increasing the effectiveness of the collection.

The Curator has the sole authority to recommend that the Museum lend or borrow objects. He or she will not lend or borrow objects without a properly executed loan form.

The Museum normally may not accept or grant “permanent loans” or loans for a term longer than three years. Loans greater than three years need review by the Accessioning Committee prior to renewal.

**Loans to the Museum**

The museum will borrow items for exhibit only using a properly executed loan form. The term of the loan will normally be one year. If the exhibit extends past one year, the loan may be extended for a year, on a year-to-year basis, but for no more than three years in total.

Loans to the museum will be confined to those objects for which the Museum can care under the same standards as its own collection.

A loan register will be kept on all incoming loans.

**Loans from the Museum**

The museum will lend objects primarily for exhibition in another museum or to qualified conservators for conservation. Loans from the Museum will be made only on a properly executed loan form. Loans may be made to other nonprofit educational agencies if the Curator is assured that the object will be cared for and displayed in a manner which meets or exceeds Museum
standards. Loans will be made only to institutions that have a standard of care equaling or exceeding ours.

The term of a loan from the Museum is one year. For extended loans, the period may be extended for a year on a year-to-year basis, but for no longer than three years.

Photography of the Collection

The Curator will endeavor to have every object in the Museum, and all new acquisitions, photographed or scanned for identification purposes. The print, negative or electronic image will be filed by accession number. Casual visitors to the museum may freely photograph items. Items photographed for publication require Museum credit. Major photo shoots or videographing require Curator approval.

Storage

Each object will be assigned a permanent location, and the object will be said to “live” at that spot. When objects are moved the new location will be tracked. Storage sites shall be such to maintain the integrity and safety of the object.

Evaluations of the Collection

At the time of accession, the Museum will establish a value for each object in the accession. These values will be used to insure the collection and establish a replacement value for loans from the Museum. These values will be updated, if necessary, during the inventory. These values are confidential and are to be revealed only at the discretion of the Curator.

Appraisals

Neither the Curator, nor any member of Museum Staff, is allowed to appraise an object as to its monetary value for the purpose of determining a level of a tax deductible donation for the donor. Nor, by policy, shall the museum recommend any outside appraisers. Should a list of qualified appraisers become available, that list can be shared with donors.

Properties

The expendable non-collection property of the Museum is not part of this policy or manual. Reproductions of authentic objects used in exhibits or demonstrations are properties and should not be accessioned.
Ethics

All actions of the AWA Board of Trustees and the Museum Staff should be such that they avoid an apparent as well as an actual conflict of interest with any aspect of the Museum operation and its collection. The AWA Museum has adopted the Code of Ethics written by the American Association of Museums. A copy of those ethics has been appended to this Manual by reference.

Protection of Intellectual Assets

For the purposes of this policy, the intellectual assets of the Association consist of the images of objects and documents in the collection, the images and content of programs, and physical copies of objects in the collection. When permission is made to photograph, copy, or otherwise use this intellectual property, permission is limited to a one-time use for specific purposes. A blanket, long-term, or unlimited use of intellectual property normally may not be granted.

Access

The Museum will grant qualified researchers with legitimate research goals in mind equal access to the collections on a bona fide need-to-know basis. The Curator establishes what the qualifications of the researcher and the legitimate goals are. Moreover, the Curator may limit access to the object to specified methods of examination and to certain times. The Curator may require a written request, stating which objects are to be examined, the method of examination, and the reasons for the examination.

The museum registration records are not a public record and should be considered confidential information. The Curator may provide portions of the information from registration records to qualified researchers, but restrict access to donor, location, and value.

The use of museum facilities; workshops, research areas, and the like, by individual Museum Staff people for their own non-museum use is allowed on a case by case basis by the Operations Manager. Personally owned items brought in for servicing must be removed as soon as reasonably possible. The museum is not responsible for personal items left at the museum, the museum annex or any other location.
Public Document

This policy is a public document. A copy shall be kept in the Museum office and made available to any interested person during normal museum hours.

Amendments

This Collections Policy and Manual may be amended as follows:

1. Administrative: Changes to administration of the policy in way of forms used, changes to Organization structure, and other internal operating documents and procedures may be changed at any time by the Director and/or the Curator, but such changes must be documented.

2. Changes to Policy: Changes in policy, Mission, Collection criteria or any other item that alters the direction and guidelines of the museum can only be changed by a resolution of the Board of Trustees following provisions in the Bylaws respecting amendments.
**Terms and Definitions**

**Accession:** An accession is an object or group of objects in the museum collection obtained at one time from a single source. The act of accessioning is taking possession and title of the object, placing it into the museum’s formal collection and making a record of it. Doing so places an obligation on the museum to preserve the object and to maintain all historic associations. Objects may not be accessioned if they do not meet the Collections Policy.

**Accessioning Committee:** Consisting of the Registrar and three museum staff members as appointed by the Curator. The Curator is Chairman. This committee is responsible for making decisions on which museum objects are formally moved into and out of the museum collection(s). They are charged with assuring all accessioned objects meet the requirements of the Collections Policy.

**Catalog:** A catalog is a reference tool created by arranging some or all of the collection records into easy to manipulate categories.

**Collection:** A museum collection is a group of objects kept together for some reason. Usually the relationship is due to similarities in the nature of the objects; their being collected by an individual or group; or their association with a person, place, or event. (The Lou Mouro Key collection, the Jack Davis TV collection, etc) A collection may have only a few items or many.

**Collection Manager:** Appointed by the Curator, that person in charge of a specific collection or groupings of collections such as; Manager of Amateur Radio objects, Antique Tube Collection Manager, Military collection Manager, etc. Collection managers are responsible for maintaining the objects in their collection and for recommending their use as museum display pieces to the Curator. Managers are shown on the AWA Museum Organization Chart.

**Curator:** The Curator is in charge of the museum collection, museum displays and is responsible for the implementation of the museum Mission Statement and this Management Policy manual. The Curator is responsible for budget conformance and assuring all local, state and federal laws are complied with. The Curator is appointed by the Board of Trustees and operates to their pleasure. The Curator may appoint Associate Curators and Assistant Curators.

**Deputy Director:** The Deputy Director is appointed by the Board of Trustees and acts in direct support of the goals and responsibilities of the Director.

**Director:** The Director, appointed by the Board of Trustees, is the Chief Executive Officer of the
AWA and in overall charge of the Museum. He/she sets and monitors overall plans, goals, budgets and fund raising. The Director is the main interface between the AWA Officers, Museum Staff and the AWA Board of Trustees.

**Facilities Manager:** Appointed by the Operations Manager, this museum Staff Member is in charge of the physical plant including all changes and maintenance to the buildings and museum displays.

**Museum Guide Manager:** Appointed by the Curator, this museum person is in charge of the museum volunteer guide program. He/she is responsible for scheduling normal museum hours and to coordinate and publish yearly museum Guide Schedules. Request for special group tours are separate and administered by the Operations Manager.

**Museum Guides:** These AWA members may or may not be Museum Staffers. They are responsible for helping museum visitors enjoy their visit to the fullest and to assure the security of the collection during open hours. Guides will be selected such that one will always be experienced and can act as coaches for newer guides.

**Operations Manager:** Appointed by the Director, this person is in charge of the day-by-day operations of the Museum facilities and properties and is responsible for the effective use, recruitment and utilization of museum volunteer staff. He/she schedules work and assigns volunteers as needed to perform the museum mission and plans and implements the museum opening and guide schedule as well as special tours and opening events.

**Properties:** Museum properties are expendable assets such as furniture, tools, etc. Properties are not part of the museum collection.

**Registrar:** Appointed by the Curator, this person in charge of the museum’s collection registration. He or she shall input data into the system create and sign acknowledgement letters and generate *Certificates of Gift*. The Registrar administers accessioning and deaccessioning matters, loan in/out forms, and most all other documents pertaining to the permanent collection. Assistant Registrars may be appointed by the Curator.
APPENDIX A:

AMENDMENT OF THE RULES OF THE BOARD OF REGENTS


1. Paragraph (6) of subdivision (c) of section 3.27 of the Rules of the Board of Regents is amended, effective June 8, 2011, as follows:

(6) Collections Care and Management. The institution shall:

(i) ... 

(ii) ... 

(iii) ensure that deaccessioning of items or materials in its collection is limited to the circumstances prescribed in paragraph (7) of this subdivision;

(iv) have a written collections management policy providing clear standards to guide institutional decisions regarding the collection, that is in regular use, available to the public upon request, filed with the commissioner for inspection by anyone wishing to examine it; and which, at a minimum, satisfactorily addresses the following subject areas:

(a) ... 

(b) ... 

(c) ... 

(d) ... 

(e) deaccession. The criteria and process (including levels of permission) used for determining what items are to be removed from the collections, which shall be consistent with paragraph (7) of this subdivision, and a statement limiting the use of any funds derived therefrom in accordance with subparagraph (vii) of this paragraph;

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[[iv]] (v) ensure that collections or any individual part thereof and the proceeds derived therefrom shall not be used as collateral for a loan;

[[v]] (vi) ensure that collections shall not be capitalized; and

[[vi]] (vii) ensure that proceeds derived from the deaccessioning of any property
from the institution's collection be restricted in a separate fund to be used only for the acquisition of collections, or the preservation, [protection] conservation or direct care of collections. In no event shall proceeds derived from the deaccessioning of any property from the collection be used for operating expenses or for any purposes other than the acquisition, preservation, [protection] conservation or direct care of collections.

2. Paragraph (7) of subdivision (c) of section 3.27 of the Rules of the Board of Regents is amended, effective June 8, 2011, as follows:

(7) Deaccessioning of Collections. An institution may deaccession an item in its collection only in a manner consistent with its mission statement and collections management policy and where one or more of the following criteria have been met:

(i) the item is inconsistent with the mission of the institution as set forth in its mission statement;

(ii) the item has failed to retain its identity;

(iii) the item is redundant;

(iv) the item's preservation and conservation needs are beyond the capacity of the institution to provide;

(v) the item is deaccessioned to accomplish refinement of collections;

(vi) it has been established that the item is inauthentic;

(vii) the institution is repatriating the item or returning the item to its rightful owner;

(viii) the institution is returning the item to the donor, or the donor’s heirs or assigns, to fulfill donor restrictions relating to the item which the institution is no longer able to meet;

(ix) the item presents a hazard to people or other collection items; and/or

(x) the item has been lost or stolen and has not been recovered.

[[7]] (8) Education and Interpretation. The institution shall offer programmatic accommodation for individuals with disabilities to the extent required by law.

3. Subdivision (e) of section 3.27 of the Rules of the Board of Regents is amended, effective June 8, 2011, as follows:
(e) Annual reports. Each institution shall file with the commissioner an annual report, in a form prescribed by the commissioner, which records the educational and cultural activities of the institution and presents an accurate statement of all financial operations. Each institution shall include in its annual report a list of all items or item lots deaccessioned in the past year and all items or item lots disposed of in the past year.