

## Chik-Wauk Museum and Nature Center Collections Management Policy

### I. Statement of Purpose and General Description of Collections

- A. The Chik-Wauk Museum and Nature Center has been established under the Articles of Incorporation of the Gunflint Trail Historical Society. The Gunflint Trail Historical Society is formed exclusively for the purpose of collection, preservation, and dissemination of historical knowledge about the Gunflint Trail and its early settlers. The corporation shall have the power to disseminate historical information by any means it deems advisable, including the operation of a museum.
- B. The mission of the Chik-Wauk Museum and Nature Center is to preserve and provide for dissemination of the history of the Gunflint Trail region. This history includes artifacts and stories of prehistoric peoples, Native Americans, voyageurs, First nation Ojibwe, trappers, loggers, miners, resort owners, residents, guests, and travelers.
- C. The mission of the Nature Center provides interpretive trails throughout the 50 acres that the United States Department of Agriculture, Forest Service has set aside for this purpose. There is an ADA handicapped accessible trail in the bay area, guides to wildflowers, trees, birds, mammals, and geology in the region. It will provide an experience with the Boundary Waters Canoe Area Wilderness atmosphere. It is the responsibility of the Gunflint Trail Historical Society to maintain and preserve these exhibits.

### II. Scope and Use of the Museum Collections

- A. The Museum will perform the missions through exhibits of artifacts, oral history videos, interactive exhibits for children and rotating exhibits. The main structure of the Museum is the preserved lodge previously belonging to the disestablished Chik-Wauk Resort. This building is included in the National Register of Historic Places and is the property of the United States Department of Agriculture, Forest Service. It is the responsibility of the Gunflint Trail Historical Society to maintain and preserve this building and other structures in support of the museum mission that might be built in the future.
- B. The nature of objects and artifacts collected by, or loaned to, the Chik-Wauk Museum and Nature Center are those items in support of the museum mission that are capable of 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 the Chik-Wauk Museum and Nature Center 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".

### 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 here is composed of objects, artifacts and other items in support of the mission of the museum. 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 Chik-Wauk Museum and Nature Center.
- B. Accession of potential objects, artifacts or other items for use in the museum or nature center are to be approved by the President of the Gunflint Trail Historical Society or those members of the museum and nature center staff so designated by the President of the Gunflint Trail Historical Society. Accession of items that are not consistent with the guidelines may be approved or disapproved by a majority vote of the Gunflint Trail Historical Society Board.
- C. Guidelines to approve accession of potential objects, artifacts, and other items:
  - 1. The potential item must be consistent with the mission of the museum or nature center.
  - 2. The potential item should be so unusual that it presents an exceptional opportunity for the museum or nature center that it should be given preferential treatment. Until additional storage space is obtained the item should be consistent with replacing an item currently on exhibit.
  - 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 museum or nature center 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 Board.
  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 Board. Specific areas of concern that cause difficulties to museums when accessing items include: stolen property, confiscation by Nazis, objects improperly removed from their countries of origin, Native American graves items, laws protecting plants and wildlife, and laws protecting antiquities and historic properties.
  6. Donor imposed conditions for use of a potential item must be consistent with the overall policies of the museum or nature center and not so restrictive as to inhibit cost-effective management by the President of the Gunflint Trail Historical Society or the staff of the museum or nature center. 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 Board.
  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, obscene, defamatory, potential invasion of privacy, physically hazardous, etc.) must not inhibit cost-effective management of the museum or nature center. 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 Board.
  8. Accession of potential items requiring a future expansion of museum or nature center facilities may only be approved by the Gunflint Trail Historical Society Board.
  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 attachment 1 for the Deed of Gift which must be completed by the donor and the officer so designated by the President of the Gunflint Trail Historical Society.
  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 Attachment 2 for these forms which must be completed by the subject of the interview 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 until 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.
- 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 determined by the donor.
- 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 Chik-Wauk Museum and Nature Center 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 President of the Gunflint Trail Historical Society or those members of the museum and nature center staff so designated by the President of the Gunflint Trail Historical Society. Deaccession of items that are not consistent with the guidelines may be approved by a majority vote of the Gunflint Trail Historical Society Board.

- 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 Board.
  2. The object under consideration for deaccession must be no longer relevant and useful to the purposes and activities of the Chik-Wauk Museum and Nature Center.
  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 Chik-Wauk Museum and Nature Center collections in order to further the goals of the museum.
  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 Chik-Wauk Museum and Nature Center collection. This will be done through the deaccession process.
- E. Deaccession guidelines:
1. Objects may be disposed of by exchange, donation, sale or destruction.
  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 whom 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.
- G. The deaccession of collection objects shall be entered into the Chik-Wauk Museum and Nature Center 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.
- 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 Chik-Wauk Museum and Nature Center 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 President of the Gunflint Trail Historical Society or those members of the museum and nature center staff so designated by the President of the Gunflint Trail Historical Society. Loan of 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 Board.
    - b. The Gunflint Trail Historical Society Board 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. Provisions may be made for options to renew the period. This data shall be included in the loan agreement.
    - e. Provisions for a “tickler file” will be included in the records of the Chik-Wauk Museum and Nature Center to enable the staff to monitor end dates of loans. Monitoring of the “tickler file” will be performed by the Chik-Wauk Museum and Nature Center 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 Board 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 Board 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.

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 in the Chik-Wauk Museum and Nature Center.
  - c. The approving official must take action to obtain proof that the Chik-Wauk Museum and Nature Center 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. The required record for incoming loan objects is described in Section VIII below.

VI. Objects, Artifacts, and Other Items Placed in the Custody of the Museum

- A. 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 President or those members of the museum and nature center staff so designated by the President of the Gunflint Trail Historical Society. If the approving official is uncertain about accepting custody of an object, approval must be referred to the Gunflint Trail Historical Society Board.
  - 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 should be aware of their responsibilities to preserve and protect collection objects. It is the responsibility of the President of the Gunflint Trail Historical Society 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 President of the Gunflint Trail Historical Society, or the designated staff member, will establish procedures for handling such emergencies and ensuring proper conditions. The Gunflint Trail Historical Society Board will approve these procedures. The President of the Gunflint Trail Historical Society shall oversee the execution of the procedures.
  - C. The President of the Gunflint Trail Historical Society 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 President of the Gunflint Trail Historical Society 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 documents will be maintained as hard copies. The original will be maintained in the museum office and the copy maintained in a remote location as designated by the President of the Gunflint Trail Historical Society. This file is named the Deed of Gift file. The format and required data content of these records is displayed in Attachment 1.
    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 President of the Gunflint Trail Historical Society. The format and required data content of these records is displayed in Attachment 2.
    3. Records of objects acquired through the accession process, or owned by means of previous processes, by the Gunflint Trail Historical Society for use in the Chik-Wauk Museum and Nature Center will be maintained electronically. This file is named the Chik-Wauk Museum and Nature Center Object Monitor File. 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 President of the Gunflint Trail Historical Society. The format and required data content of these records is displayed in Attachment 3.
    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 Chik-Wauk Museum and Nature Center 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 President of the Gunflint Trail Historical Society. This file is named the Outgoing Loan Agreement File. The format and required data content

of these records is displayed in Attachment 4. In addition, data regarding the loan of this object will be entered onto its appropriate Chik-Wauk Museum and Nature Center 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 President of the Gunflint Trail Historical Society. 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 Chik-Wauk Museum and Nature Center Object Monitor File and into the Tickler File.
  7. The original and one copy of signed Custody 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 President of the Gunflint Trail Historical Society. 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. This file is named the Chik-Wauk Museum and Nature Center Object Tickler File. Records of deadlines for objects accepted for custody by the Gunflint Trail Historical Society will be maintained electronically and included in the Tickler File. 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 President of the Gunflint Trail Historical Society. The format for the Loan Tickler File is at the discretion of the President of the Gunflint Trail Historical Society, or a designated staff member.
  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 Chik-Wauk Museum and Nature Center Insurance Document or Electronic File. 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 President of the Gunflint Trail Historical Society.
  10. Data pertaining to conducted inventories, whether full or partial, will be maintained in an electronic file named the Chik-Wauk Museum and Nature Center Inventory File. 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 President of the Gunflint Trail Historical Society. The format and content of inventory records shall be determined by the President of the Gunflint Trail Historical Society, or a designated staff member.
- B. The original and copy of all agreements will be filed immediately following receipt of the completed documents. A new record with appropriate data will be entered into the Chik-Wauk Museum and Nature Center Monitor File 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 Chik-Wauk Museum and Nature Center Monitor File promptly following deaccession, outgoing loan, location change, returned loan object, return of an incoming loan object, and other transactions regarding an object in the Chik-Wauk Museum and Nature Center.

#### IX. Insurance

- A. The property, roads, trails, and structures comprising the Chik-Wauk Museum and Nature Center are owned by the United States Government through the Department of Agriculture, Forest Service. As such, the Gunflint Trail Historical Society is not able to obtain insurance on any of these physical factors. However the Gunflint Trail Historical Society does have ownership, or custody, of all collection objects contained in the Chik-Wauk Museum and Nature Center and associated storage areas.
- B. Limited funds available to the Chik-Wauk Museum and Nature Center will limit the amount of insurance the Gunflint Trail Historical Society will be able to carry. 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 President of the Gunflint Trail Historical Society or the designated member of the Chik-Wauk Museum and Nature Center 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.

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 President of the Gunflint Trail Historical Society or the designated staff members shall establish procedures for access to the collections of the Chik-Wauk Museum and Nature Center. 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 shall approve these procedures.

# DEED OF GIFT

**Gunflint Trail Historical Society  
201 South Gunflint Lake Road  
Grand Marais, MN 55604**

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

Name:	_____	Date:	_____
Address:	_____		
City:	_____	State:	_____ Zip: _____
Telephone H/W:	_____		

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:

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 CHIK-WAUK MUSEUM AND NATURE CENTER

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

Name Title date

## ORAL HISTORY DEED OF GIFT

**Gunflint Trail Historical Society  
201 South Gunflint Lake Road  
Grand Marais, MN 55604**

**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  
201 South Gunflint Lake Road  
Grand Marais, MN 55604**

**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 video taped. 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  
201 South Gunflint Lake Road  
Grand Marais, MN 55604

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:



# LOAN AGREEMENT

**Gunflint Trail Historical Society  
201 South Gunflint Lake Road  
Grand Marais, MN 55604**

**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 period of:

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  
201 South Gunflint Lake Road  
Grand Marais, MN 55604**

**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 period 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.

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  
201 South Gunflint Lake Road  
Grand Marais, MN 55604**

**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 period of:

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

