

Collection Information

Collection Mission Statement

The Galveston Naval Museum is committed to the collection, conservation, and exhibition of artifacts, documents, and narratives that illuminate the pivotal role of naval forces in shaping our nation's history. This encompasses a focus on vessels such as the USS Cavalla, USS Stewart, USS Tautog (SSN-639), and USS Carp (SS-338), as well as all submarines and destroyer escorts from World War II to the conclusion of the Cold War.

In pursuit of this mission, the Galveston Naval Museum pledges to:

Adhere to Ethical Standards

- Ensure that all acquisition, deaccessioning, and loan activities concerning the collection are conducted in alignment with the Museum's mission, comply with applicable laws, and reflect the highest ethical standards in museum practice.

Promote Institutional Advancement

- Any disposal of works from the collection—whether through sale, exchange, or other means—will be undertaken solely for the advancement of the Museum's mission. Proceeds from such transactions will be reinvested exclusively in the acquisition of new works or the conservation and care of existing collections.

Serve the Public Interest

- All collections-related activities will prioritize the public good and educational enrichment over individual financial gain, ensuring that the Museum's resources serve to enhance public understanding and appreciation of our naval heritage.

Collection Vision

The Galveston Naval Museum aims to bridge the past and the present by serving as a memorial and educational institution dedicated to the legacy of World War II submarines and destroyer escorts. Our mission is to honor the stories of dedication, sacrifice, and resilience associated with these vessels and their crews. Through our exhibitions and programs, we strive to illuminate their significant contributions to naval history and foster a deeper understanding of the values they represent.

Collection Authority

I. Organizational Structure

The Board of Trustees serves as the Museum's governing and fiduciary body, bearing ultimate responsibility for the stewardship of the Museum's collections and assets. The Board delegates

authority to a Collections Committee and the Museum's Collections Department staff to manage the collections effectively.

II. Collections Committee

The Board's Collections Committee is empowered with the following responsibilities concerning the Museum's collection:

- The authority to accept or decline gifts and bequests.
- The authority to deaccession items from the collection and to dispose of deaccessioned works through sale, exchange, or other appropriate means. These actions are executed upon the recommendation of the Museum's President & CEO, the Director of Collections, and the Chair of the Collections Committee.

III. President & CEO

The President & CEO participates in the Collections Committee as well as in the collections and curatorial committee at the staff level, ensuring alignment between governance and operational strategies.

IV. Collections Staff

The Collections Department staff are responsible for the care, display, storage, and lending of the Museum's collections. This team is led by the Education Coordinator, who oversees all departmental activities and initiatives.

Collection Scope

- The collection encompasses artifacts and narratives from World War II (1939) through the Cold War (1991), reflecting the significant historical developments during this era. As well as and history related to the museum or vessel post grounding.

Geographic Location

- Due to our vessel-wide variety of service locations, the collection expands across a wide variety of geographic locations that are in relation to the US armed forces

Types of Collections

- To better define the use, purpose, and care of the artifacts, the following collections are established:
- **Permanent Collection:** This includes a wide range of artifacts across various media and materials, primarily utilized for exhibitions and research purposes.

- **Archival Collection:** This collection encompasses non-published, original paper-based items, such as documents, letters, photographs, negatives, scrapbooks, and ship plans, also intended primarily for exhibitions and research.
- **Working Collection:** This selection features items actively used by trained staff for daily operations, focusing on preserving both the artifacts and related traditional skills.
- **Teaching Collection:** This includes items and materials specifically designated for educational programs. Such items are suitable for educational purposes as they are duplicates or of substandard quality.

Accessions

Accessioning: A formal process used to accept legally and to record a specimen or artifact as a collection item; involves the creation of an immediate, brief, and permanent record utilizing a control number or unique identifier for objects added to the collection from the same source at the same time, for which the museum accepts custody, right, or title.

Authorities for Accession

The authority to accession objects resides with the Board's Collections Committee and the designated lead of the Collections staff. All accessions must receive approval from one or more designated parties before proceeding with the accession process. This ensures a thorough review and alignment with the Museum's mission and standards.

Areas of Interest

The collection emphasizes key vessels, including the USS Cavalla, USS Stewart, USS Tautog (SSN-639), and USS Carp (SS-338), as well as all submarines and destroyer escorts that served from World War II to the conclusion of the Cold War.

I. Historical Significance

- Artifacts, documents, and exhibits that highlight the operational history and contributions of the USS Cavalla, USS Stewart, USS Tautog, USS Carp, and other submarines and destroyer escorts during World War II and the Cold War.
- Materials that illustrate key battles, missions, and technological advancements related to these vessels.

II. Technological Innovation

- Items that demonstrate the evolution of submarine and destroyer escort design, construction, and technology from World War II through the Cold War.
- Exhibits showcasing advancements in sonar, weaponry, and stealth capabilities.

III. Crew Experiences

- Personal artifacts, letters, diaries, and oral histories from crew members of the submarines and destroyer escorts provide insight into life aboard these vessels.
- Educational materials that convey the human element of service, including stories of bravery, camaraderie, and sacrifice.

IV. Cultural Impact

- Artifacts that reflect the public perception of submarines and destroyer escorts during and after their service, including media representations, propaganda, and memorials.
- Materials that explore the role of these vessels in shaping naval strategy and their impact on international relations during the Cold War.

V. Preservation of Artifacts

- Prioritize the acquisition and preservation of original vessels, models, blueprints, and equipment related to the USS Cavalla, USS Stewart, USS Tautog, USS Carp, and other relevant submarines and destroyer escorts.
- Artifacts that can demonstrate the conditions and environments these ships operated in, including uniforms, tools, and technological components.

VI. Interactivity and Education

- Interactive exhibits that engage visitors in learning about submarine and destroyer escort operations, strategies, and the technological challenges faced by these vessels.

- Educational programs, workshops, and lectures that provide deeper insights into naval history and the specific roles of these vessels.

VII. Contextual Relevance

- Collect materials that provide context to the political and military climate of the time, including documents related to naval policy, strategy, and the geopolitical landscape from World War II to the Cold War.
- Artifacts that illustrate the broader naval fleet and its role in maritime security and warfare during this period.

Steps for Accessioning

To ensure proper documentation and care of each object, a primary record known as the "accession record" must be created.

For all standard bequests, donations, loans, and temporary loans, the following process must be conducted:

1. **Intake Form:** Each incoming object must be accompanied by an intake form that provides essential information, including:
 - a. Object name
 - b. Material composition
 - c. Ownership history
 - d. Known history
 - e. Contact information for the donor or vendor
 - f. Accession intentions (e.g., exhibit, archive)
 - g. Condition report prior to transport
 - h. Photographs of the object
2. **Shipping and Transport Documentation:** For any objects being shipped or transported, the following details must be documented:
 - a. Tracking information
 - b. Routing details used for transport
 - c. Name and contact information of the transporter
 - d. Description of the packaging used for transport

3. **Receiving the Object:** Upon receipt of the object, it should be documented in the Museum's register (following Past Perfect instructions) with an assigned accession number and object ID. A post-transport condition report and photographic documentation must be completed.
4. **Comprehensive Documentation:** The following information must be recorded in the register:
 - a. Name of the object
 - b. Source (name of donor or vendor)
 - c. Any restrictions or limitations on the accession
 - d. Value (if applicable)
 - e. Size
 - f. Description
 - g. Date of acquisition
 - h. Location
5. **Insurance and Risk Management:** Ensure all accessions are evaluated for insurance and risk management considerations to protect the Museum's assets.

By adhering to these steps, the Museum will maintain thorough and accurate records for all accessions, ensuring the integrity and preservation of its collections.

FOC (found in Collection)-

Definition

Objects classified as "Found in Collection" (FOC) are items located within the Museum's archives but lack accession documentation, previous owner information, or proof of ownership transfer.

Procedures for FOC Items

- I. **Initial Verification:** Confirm that the object does not have an existing object ID or any misplaced documentation in the registrar.
- II. **Intake Process:** If no documentation is found, proceed to intake the object as FOC following the established procedures in Past Perfect.
- III. **Documentation Recovery:** If documentation for the object is subsequently located, assign an accession number to the item and update its status accordingly.
- IV. By adhering to these procedures, the Museum ensures the integrity and accuracy of its collections while addressing items without established provenance.

Deaccessions

Definition of Deaccessioning

Deaccessioning refers to the lawful removal of an object from a museum's collections. This process is crucial for maintaining the integrity and relevance of the museum's holdings. This includes sale, donation, exchanges, or destruction of objects.

Authority for Deaccessioning

The authority to deaccession objects resides with the Board's Collections Committee and the designated lead of the Collections staff. All proposed deaccessions must receive approval from one or more authorized parties before proceeding. This ensures a comprehensive review aligned with the museum's mission and standards.

Criteria for Deaccessioning

A museum may consider deaccessioning an object for one or more of the following reasons:

1. **Poor Physical Condition:** The object is in such poor condition that restoration is impractical or would compromise its integrity. Objects beyond reasonable repair and that lack educational value may be destroyed.
2. **Health and Safety Risks:** The object poses a threat to the health and safety of staff and the public.
3. **Inadequate Care:** The museum is unable to provide adequate care for the object due to specific storage or conservation requirements.
4. **Duplication:** The object is a duplicate with no added value within a series.
5. **Lack of Value:** The object is of poor quality and lacks aesthetic, historical, or scientific value for exhibition or study purposes.
6. **Authenticity Issues:** The object is determined to be false or fraudulent, lacking sufficient aesthetic, historical, or scientific value to warrant retention. In such cases, the museum will consider all related legal, curatorial, and ethical implications and will avoid returning the object to the art market.
7. **Transfer to Another Institution:** Another museum is better suited to care for, display, and provide access to the object, and the originating museum intends to transfer ownership to that institution.
8. **Legal or Ethical Inconsistencies:** The museum's possession of the object is inconsistent with applicable laws or ethical standards, such as the object being stolen, illegally exported, or subject to legal claims for return or restitution.
9. **Mission Alignment:** The object no longer aligns with the museum's mission or collecting goals.

10. **Collection Renewal:** The object is being sold as part of the museum's effort to renew and improve its collections in accordance with the collecting goals approved by the governing body. The potential monetary value of an object should not influence the decision to deaccession.

Legal and Ethical Considerations

Before making a deaccession decision, the museum must review the legal status of the object to ensure compliance with legal and ethical principles. Considerations include:

- **Authenticity:** Confirming the object's authenticity.
- **Ownership:** Establishing the legal status of ownership.
- **Donor Restrictions:** Reviewing any restrictions imposed by the donor at the time of acquisition.
- **Provenance:** Investigating the object's provenance, including its prior ownership, sale, exhibition, and import/export history.
- **Documentation:** If provenance documentation is lacking, the object should only be deaccessioned after exhaustive research has been conducted.

In cases of deaccessioning, transparency is essential. Information regarding the lack of provenance should accompany the object to ensure compliance with legal and ethical standards

Processes for Deaccessions

Once an object has been deaccessioned from a museum's collection, it remains the property of the museum until ownership is legally transferred and the object is removed from the museum's custody.

Supporting Information for Deaccession Approval

When requesting approval for a proposed deaccession, museum staff must provide the following documentation to the advisory committee and the Board of Trustees:

1. **Written Justification:** A detailed explanation outlining the reasons for recommending the deaccession of the object.
2. **Visual Documentation:** An image of the object being deaccessioned. If multiple objects are involved, a representative image of one object must be included.

3. **Gift Agreement Summary:** A summary of any relevant terms from the original gift agreement, will, or other pertinent documentation related to the object's acquisition.
4. **Provenance Information:** Detailed information about the object's provenance, including its current location.
5. **Valuation Reports:** Two independent valuations of the object, which may include appraisals or estimates from auction houses.
6. **Expert Opinion (if applicable):** If deemed appropriate by the President and Director, an opinion from an external expert supporting the deaccession recommendation, along with their rationale.
7. **Preliminary Disposal Plan:** A preliminary plan for the disposal of the object, if one has been developed.
8. **Donor Notification Statement:** For objects acquired by gift, a statement indicating whether the donor has been notified of the deaccession. If notification of the donor's heirs is warranted, this will also be noted.
9. **Additional Materials:** Any other relevant documentation or materials that the Director or Collections staff deems necessary for the review process.

This structured approach ensures a thorough and transparent evaluation of deaccession requests, aligning with the museum's commitment to ethical standards and stewardship of its collections.

Sale of Objects

Museums in the United States operate under the principle of public service, functioning as public trusts. They hold their collections and related information for the benefit of the communities they serve. In this context, the sale of any object from a museum's collection must occur through a public auction platform, whether online or in-person.

Required Steps for the Sale of an Object

In addition to the deaccessioning process outlined previously, the following steps must be completed before an object can be sold:

1. **Auction House or Sale Location Information:** Detailed information regarding the auction house or location where the item will be sold must be documented and approved.
2. **Transfer of Ownership Form:** A transfer of ownership form must be signed by the Executive Director, granting approval for the sale of the object.
3. **Transportation Details:** Documentation must include the travel or shipping information pertaining to the object's transportation to the sale location.

4. **Condition Report:** A comprehensive condition report, including photographs of the object, must be prepared before the object is shipped. This report serves to document the item's state prior to sale, ensuring transparency and accountability.

By adhering to these guidelines, the museum maintains its commitment to ethical practices while ensuring the responsible management of its collections in the interest of public trust.

Donation of Objects

- Objects that are deaccessioned may be donated to other museums, collection facilities, or public organizations capable of caring for them. To ensure a responsible and ethical transfer of ownership, the following steps must be completed prior to the donation of any object:

Required Steps for Donation

- **Transfer of Ownership Form:** A transfer of ownership form must be signed by the Executive Director, granting formal approval for the donation of the object.
- **Transportation Details:** Documentation must include comprehensive travel or shipping information regarding the object's transportation to the receiving location.
- **Condition Report:** A thorough condition report, complete with photographs of the object, must be prepared before the object is shipped. This report serves to document the item's condition prior to the donation, ensuring transparency and accountability.
- **Comprehensive Documentation:**
 - o **Name of the Object:** Clearly specify the name or title of the object being donated.
 - o **Source:** Provide the name of the donor or vendor from whom the object was acquired.
 - o **Restrictions:** Note any restrictions or limitations associated with the accession.
 - o **Value:** Indicate the appraised value of the object, if applicable.
 - o **Size:** Include dimensions or size specifications of the object.
 - o **Description:** Offer a detailed description of the object, including any relevant historical or contextual information.
 - o **Process of Care:** Outline the intended care process for the object after donation.
 - o **Receiver Information:** Provide the name, contact information, and address of the receiving institution or individual.
- By following these procedures, the museum can facilitate a smooth and responsible donation process while upholding its commitment to stewardship and ethical practices in managing its collections.
-

Destruction of Objects

When an object cannot be disposed of through donation, sale, or other means outlined in previous sections, it shall be destroyed by the curator or a designated representative.

Definition of Destruction

Destruction is defined as the complete obliteration of the object through physical or mechanical means. No remains of the object may be retained by staff or affiliated parties following the destruction process.

Procedures Prior to Destruction

1. **Hazardous Materials Evaluation:** Before proceeding with destruction, the object will be thoroughly evaluated to determine whether it contains any hazardous materials.
2. **Compliance with Regulations:** If hazardous materials are identified, the destruction must comply with all relevant federal and state laws and environmental health and safety procedures.
3. **Documentation and Witnessing:** The entire destruction process must be documented in detail, and the act of destruction should be witnessed by at least one additional staff member or appropriate authority. This ensures accountability and adherence to ethical standards in the disposal of museum collections.

By following these protocols, the museum ensures that the destruction of objects is carried out safely, ethically, and in compliance with all applicable regulations.

Exchanges

Museums may engage in exchanges with other institutions to enhance their collections and fulfill their educational missions. The criteria for such exchanges vary by institution, and the following information must be meticulously documented to facilitate the process:

Incoming Objects

1. **Accession Processes:** All incoming objects must adhere to the established accession processes to ensure proper integration into the museum's collection.

Shipping and Transport Documentation

For any objects being shipped or transported, the following details must be recorded:

- **Tracking Information:** Document the tracking number and provider for monitoring the shipment.
- **Routing Details:** Outline the specific routes and methods used for transport to ensure safe delivery.
- **Transporter Information:** Include the name and contact information of the transporter responsible for the shipment.
- **Packaging Description:** Describe the materials and methods used for packaging the object during transport to prevent damage.

Process of Care

- **Intended Care Outline:** Provide a detailed plan for the care and conservation of the object upon arrival, specifying any special requirements for its maintenance.

Receiver Information

- **Receiving Institution Details:** Include the name, contact information, and address of the institution or individual receiving the object.

Transfer of Ownership

- **Transfer of Ownership Form:** A signed transfer of ownership form by the Executive Director is required to grant formal approval for the exchange of the object.

Transportation Details

- **Comprehensive Travel Documentation:** This should encompass all relevant details regarding the transportation of the object to the receiving location.

Condition Report

- **Thorough Condition Report:** Prior to shipping, prepare a comprehensive condition report that includes photographs of the object. This report serves to document its condition before the exchange, ensuring transparency and accountability throughout the process.

By adhering to these guidelines, museums can ensure that exchanges are conducted ethically, responsibly, and in accordance with best practices.

Loans (including criteria and decision-making authority)

A Loan is a temporary transfer of custody of an object for exhibit, repair, research, or storage. All loans must be documented under a loan agreement regardless of accession deaccession

Authority for loans

The authority to deaccession objects resides with the Board's Collections Committee and the designated lead of the Collections staff. All proposed deaccessions must receive approval from one or more authorized parties before proceeding. This ensures a comprehensive review aligned with the museum's mission and standards.

Receiving Loans

The Galveston Naval Museum is committed to facilitating loans of its collection to other institutions for exhibition, research, or educational purposes. The following process outlines the steps necessary to initiate, evaluate, and complete an outgoing loan.

1. Loan Request Submission

- **Request Form:** Interested institutions must submit a formal loan request using the museum's Loan Request Form. This form should include:
 - Institution name and contact details
 - Description of the object(s) requested
 - Purpose of the loan (exhibition, research, etc.)
 - Proposed duration of the loan
 - Proposed exhibition dates and location (if applicable)

2. Initial Review

- **Museum Review:** The museum's Collections Committee will review the loan request. Factors considered include:
 - Relevance to the museum's mission
 - Condition and significance of the object(s)
 - Availability of the object(s) for loan

- Previous loan history

3. Documentation and Agreement

- **Loan Agreement:** If the loan is approved, the museum will draft a Loan Agreement that outlines:
 - Terms and conditions of the loan
 - Responsibilities of both the lending institution and the borrowing institution
 - Insurance requirements
 - Transportation and care instructions
 - Conditions for return of the object(s)
- **Transfer of Ownership Form:** If necessary, a Transfer of Ownership Form will be included for signature by the Executive Director, indicating formal approval of the loan.

4. Condition Reporting

- **Condition Report:** A thorough condition report will be created for each object loaned. This report will include:
 - Detailed descriptions of the object's condition
 - Photographs documenting the state of the object prior to shipment
 - Any special handling or care instructions

5. Shipping and Transport

- **Transport Arrangements:** The borrowing institution will be responsible for coordinating shipping and transport. The museum will provide:
 - Recommended shipping methods
 - Packaging requirements to ensure the safe transport of the object(s)
- **Shipping Documentation:** The borrowing institution must provide:
 - Tracking information
 - Routing details for transport
 - Contact information for the transporter

6. Insurance and Liability

- **Insurance Coverage:** The borrowing institution must provide proof of insurance coverage for the object(s) during the loan period. This insurance must cover loss, theft, damage, and liability.
- **Liability Agreement:** The Loan Agreement will specify liability responsibilities for both parties.

7. Monitoring and Communication

- **Regular Communication:** Throughout the loan period, the museum will maintain communication with the borrowing institution to monitor the condition of the object(s) and address any issues that arise.

8. Return Process

- **Return Notification:** The borrowing institution must notify the museum at least 30 days prior to the return of the object(s).
- **Condition Check:** Upon return, the museum staff will conduct a thorough condition check against the initial condition report to ensure the object(s) have not sustained damage during the loan period.
- **Final Documentation:** A final condition report will be prepared, and any discrepancies will be documented.

9. Record Keeping

- **Loan Records:** All documentation related to the loan, including the Loan Request Form, Loan Agreement, condition reports, and communication, will be maintained in the museum's records for future reference.

Giving Loans

The Galveston Naval Museum (GNM) aims to promote its collection through loans to other institutions for educational, research, or exhibition purposes. This document outlines the procedures for facilitating outgoing loans.

1. Loan Request Submission

- **Formal Request:** Institutions wishing to borrow objects must submit a completed Loan Request Form, which includes:
 - Institution name and address
 - Contact person's name, email, and phone number
 - Detailed description of the object(s) requested, including accession numbers
 - Purpose of the loan (e.g., exhibition, research)
 - Proposed loan period (start and end dates)
 - Proposed exhibition dates and location (if applicable)

2. Initial Review by Collections Committee

- **Evaluation Criteria:** The Collections Committee will review the request based on:
 - Relevance to GNM's mission and goals
 - Condition and significance of the object(s)
 - Availability and prior loan history
 - Proposed care and handling by the borrowing institution

3. Loan Agreement Preparation

- **Drafting Agreement:** If approved, GNM will prepare a Loan Agreement that includes:
 - Terms and conditions of the loan
 - Responsibilities of both the museum and the borrowing institution
 - Insurance and liability requirements
 - Transportation and care instructions
 - Return conditions and procedures

4. Condition Assessment

- **Condition Report:** A detailed condition report will be prepared for each object, documenting:
 - Current state of the object(s) with photographs
 - Any special handling or care requirements

5. Insurance Requirements

- **Proof of Insurance:** The borrowing institution must provide proof of insurance that covers the object(s) for the duration of the loan, including:
 - Coverage for loss, theft, and damage
 - Liability coverage as specified in the Loan Agreement

6. Shipping and Handling

- **Transport Arrangements:** The borrowing institution is responsible for:
 - Coordinating shipping logistics
 - Ensuring proper packaging to protect the object(s) during transit
 - Providing GNM with tracking information and transport details

7. Monitoring and Communication

- **Ongoing Communication:** GNM will maintain communication with the borrowing institution throughout the loan period to:
 - Address any concerns regarding the object(s)
 - Monitor the condition and handling of the items

8. Return Process

- **Return Notification:** The borrowing institution must notify GNM at least 30 days before the scheduled return of the object(s).
- **Condition Check Upon Return:** GNM staff will:
 - Conduct a thorough inspection of the object(s) upon return
 - Compare the current condition with the initial condition report
 - Document any changes or damage

9. Documentation and Record Keeping

- **Loan Records Maintenance:** All documentation related to the loan, including:
 - Loan Request Form
 - Loan Agreement
 - Condition reports
 - Correspondence
 - Any incident reports during the loan period will be archived in GNM's records for accountability and future reference.

10. Final Review and Assessment

- **Post-Loan Review:** After the return of the object(s), GNM will review the loan process to assess:
 - The condition of the object(s)
 - The success of the loan
 - Any necessary improvements to the loan process for future reference

By following this structured process, the Galveston Naval Museum ensures that outgoing loans are conducted professionally, transparently, and in accordance with museum best practices.

Cataloging Process for the Galveston Naval Museum

A catalog is an essential collection of documents that enables the Galveston Naval Museum to effectively track, care for, and support its museum archives. The museum utilizes a digital catalog system via Past Perfect, which facilitates efficient management of collection items.

Purpose of Cataloging

- **Tracking:** Maintain accurate records of each item's location, condition, and provenance.
- **Care:** Ensure proper care and handling of items according to best practices.
- **Support:** Enhance access to the collection for research, exhibitions, and educational purposes.

Cataloging Steps

1. Preparation

- a. Gather all necessary information about the item, including:
 - i. Description (title, creator, date, materials)
 - ii. Accession number
 - iii. Provenance (history of ownership)
 - iv. Condition report

2. Accessing Past Perfect

- a. Log into the Past Perfect system using your assigned credentials.
- b. Navigate to the cataloging module.

3. Entering Item Information

- a. Click on "Add New Item" and fill in the required fields:
 - i. Item details (name, description, and classification)
 - ii. Accession number
 - iii. Location (storage or display area)
 - iv. Condition status
 - v. Any relevant notes (e.g., conservation needs, restrictions)

4. Uploading Documentation

- a. Attach digital images of the item, including:
 - i. Front view
 - ii. Any markings or labels
 - iii. Condition details (if applicable)
- b. Upload any related documents, such as donation agreements or provenance records.

5. Reviewing Entries

- a. Double-check all entered information for accuracy and completeness.
- b. Save the entry in the database and ensure it is properly categorized.

6. Regular Updates

- a. Periodically review and update catalog entries to reflect any changes in condition, location, or status.
- b. Document any conservation efforts or modifications to the item.

7. Training and Support

- a. For further instruction on cataloging items, refer to the Past Perfect instructional guide available in the museum's resources.

Breakdown of the Object ID:

1. First Number (Year Accessioned):

- a. This represents the year the object was accessioned into the museum's collection.
- b. For donated or loaned items, the year will reflect the date specified in the associated paperwork.
- c. For objects classified as Found on Campus (FOC), this will be the year the item is accessioned.

2. Second Number (Collection Category):

- a. This number indicates the collection category to which the object belongs.
- b. Due to the diverse range of objects housed by GNM, the categories are divided into eight common classifications.
- c. Each item accessioned by GNM will fall under one of these categories. Below is a list of the categories along with their corresponding numbers:

Third Number (Sequential Identifier):

- This number represents the total count of objects within that specific category.
- For example, if there are five service uniforms already accessioned, the next service uniform would be assigned the number 6.
- This sequential identifier allows for easy referencing and differentiation between multiple items within the same category.

Collection categories

1. Service Uniforms

- This collection includes service uniforms that have been generously donated to the Museum, representing the attire worn by naval personnel during their service.

2. Related Crewman History

This category encompasses personal photographs, accounts, items, and artifacts associated with crew members who served aboard the USS Cavalla (SS-244), USS Stewart (DE-238), USS

Tautog (SSN-639), and USS Carp (SS-338). These items provide insight into the personal experiences of the crew.

3.Instruction Books and Manuals

This collection features books and manuals used in naval training that fall within the Museum's historical scope. These materials serve as valuable resources for understanding naval operations and training practices.

4.Non-Related Crewman History

This category includes items related to crew members who served on other vessels or were involved in naval operations but are not directly associated with the Museum's specific vessels.

5.General World War II History

This collection encompasses items related to World War II that do not pertain to any specific crew member or vessel within the Galveston Naval Museum, providing a broader context for the historical period.

6.Vessel Machinery

This collection includes machinery and components from submarines and destroyer escorts, offering insights into the technological advancements and operational capabilities of these vessels.

7.Cavalla History

Dedicated to the USS Cavalla, this collection includes artifacts, documents, and memorabilia that reflect the history and significance of this notable vessel.

8.Stewart History

Dedicated to the USS Stewart, this collection includes artifacts, documents, and memorabilia that reflect the history and significance of this notable vessel.

Objects in Custody

Responsibilities

1. Documentation

- a. All objects in custody must be accurately documented in the museum's cataloging system (e.g., Past Perfect).

- b. Each object must have a unique Object ID and accompanying records detailing its provenance, condition, and any specific care requirements.
- 2. Care and Preservation**
 - a. Objects must be stored and displayed according to best practices for preservation to prevent deterioration.
 - b. Staff members are responsible for monitoring the condition of objects regularly and reporting any concerns to the Collections Manager.
 - 3. Security**
 - a. Adequate security measures must be in place to protect objects from theft, damage, or unauthorized access.
 - b. Access to storage and display areas should be limited to authorized personnel only.
 - 4. Loan and Transfer**
 - a. Objects loaned to or from GNM must be documented with a formal loan agreement, outlining the terms of the loan, including duration, care responsibilities, and return conditions.
 - b. All transfers of custody must be documented, including the reason for the transfer and the condition of the object at the time of transfer.
 - 5. Disposal and Deaccessioning**
 - a. If an object is to be deaccessioned, the appropriate deaccessioning procedures must be followed, as outlined in the Deaccessions/Disposals Policy.
 - b. No object can be disposed of without proper authorization and documentation.
 - 6. Training and Compliance**
 - a. Staff and volunteers involved in the handling of objects must receive training on this policy and related procedures.
 - b. Compliance with this policy will be monitored, and any violations may result in disciplinary action.

Conservation and care for damaged objects

In-House Care

- 1. Assessment**
 - a. All objects in the collection will be regularly assessed for condition and conservation needs by trained staff.
 - b. Objects requiring care or conservation will be prioritized based on their condition, significance, and urgency.
- 2. Isolation of Objects**

- a. Objects identified as needing care or conservation will be placed in a designated, secure area that is not accessible to the public.
 - b. This area will be equipped with appropriate environmental controls to prevent further deterioration.
- 3. Care Procedures**
- a. Only trained conservators or staff will perform conservation activities. These activities may include cleaning, stabilizing, or repairing objects.
 - b. A detailed record of all conservation actions will be maintained in the object's documentation, including the methods used, materials applied, and any changes in condition.
- 4. Monitoring**
- a. The condition of conserved objects will be monitored regularly to assess the effectiveness of the care provided and to identify any additional needs.

Out-of-House Care

- 1. Selection of Conservators**
- a. When in-house care is insufficient, objects may be sent to an external conservator. The museum will select conservators based on their expertise, reputation, and compliance with professional standards.
- 2. Loan Process**
- a. The loan process must be followed for all objects sent to an external conservator, including the completion of a formal loan agreement that outlines the terms of the loan, care responsibilities, and return conditions.
 - b. Documentation must include:
 - i. Detailed descriptions of the object and its condition.
 - ii. Specific conservation treatments requested.
 - iii. Estimated duration of the loan.
- 3. Transport and Handling**
- a. Objects being sent out for conservation must be packed securely to prevent damage during transport.
 - b. Shipping details, including tracking information and insurance coverage, must be documented.
- 4. Condition Reporting**
- a. A comprehensive condition report, including photographs, will be prepared prior to sending the object out for conservation.
 - b. Upon return, a follow-up condition report will be conducted to ensure the object has been preserved appropriately.

Training and Compliance

- All staff involved in the care and conservation of objects must undergo training in best practices for conservation and handling.
- Compliance with this policy will be monitored regularly, and any violations will be addressed through appropriate disciplinary measures.