



# Museum Accessioning and Registration of Collections Online Course

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## Module 6: Codes of Ethics

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## **AAM Code of Ethics**

Adopted 1993 by the AAM Board of Directors and amended in 2000

**Please note that the Code of Ethics for Museums references the American Association of Museums (AAM), now called the American Alliance of Museums. Any future updates to the Code of Ethics can be found on the AAM website**

### **Introduction**

Ethical codes evolve in response to changing conditions, values, and ideas. A professional code of ethics must, therefore, be periodically updated. It must also rest upon widely shared values. Although the operating environment of museums grows more complex each year, the root value for museums, the tie that connects all of us together despite our diversity, is the commitment to serving people, both present and future generations. This value guided the creation of and remains the most fundamental principle in the following *Code of Ethics for Museums*.

### **Code of Ethics for Museums**

Museums make their unique contribution to the public by collecting, preserving, and interpreting the things of this world. Historically, they have owned and used natural objects, living and nonliving, and all manner of human artifacts to advance knowledge and nourish the human spirit. Today, the range of their special interests reflects the scope of human vision. Their missions include collecting and preserving, as well as exhibiting and educating with materials not only owned but also borrowed and fabricated for these ends. Their numbers include both governmental and private museums of anthropology, art history and natural history, aquariums, arboreta, art centers, botanical gardens, children's museums, historic sites, nature centers, planetariums, science and technology centers, and zoos. The museum universe in the United States includes both collecting and noncollecting institutions. Although diverse in their missions, they have in common their nonprofit form of organization and a commitment of service to the public. Their collections and/or the objects they borrow or fabricate are the basis for research, exhibits, and programs that invite public participation.

Taken as a whole, museum collections and exhibition materials represent the world's natural and cultural common wealth. As stewards of that wealth, museums are compelled to advance an understanding of all natural forms and of the human experience. It is incumbent on museums to be resources for humankind and in all their activities to foster an informed appreciation of the rich and diverse world we have inherited. It is also incumbent upon them to preserve that inheritance for posterity.

Museums in the United States are grounded in the tradition of public service. They are organized as public trusts, holding their collections and information as a benefit

for those they were established to serve. Members of their governing authority, employees, and volunteers are committed to the interests of these beneficiaries. The law provides the basic framework for museum operations. As nonprofit institutions, museums comply with applicable local, state, and federal laws and international conventions, as well as with the specific legal standards governing trust responsibilities. This *Code of Ethics for Museums* takes that compliance as given. But legal standards are a minimum. Museums and those responsible for them must do more than avoid legal liability, they must take affirmative steps to maintain their integrity so as to warrant public confidence. They must act not only legally but also ethically. This *Code of Ethics for Museums*, therefore, outlines ethical standards that frequently exceed legal minimums.

Loyalty to the mission of the museum and to the public it serves is the essence of museum work, whether volunteer or paid. Where conflicts of interest arise — actual, potential, or perceived — the duty of loyalty must never be compromised. No individual may use his or her position in a museum for personal gain or to benefit another at the expense of the museum, its mission, its reputation, and the society it serves.

For museums, public service is paramount. To affirm that ethic and to elaborate its application to their governance, collections, and programs, the American Association of Museums promulgates this *Code of Ethics for Museums*. In subscribing to this code, museums assume responsibility for the actions of members of their governing authority, employees, and volunteers in the performance of museum-related duties. Museums, thereby, affirm their chartered purpose, ensure the prudent application of their resources, enhance their effectiveness, and maintain public confidence. This collective endeavor strengthens museum work and the contributions of museums to society — present and future.

## **Governance**

Museum governance in its various forms is a public trust responsible for the institution's service to society. The governing authority protects and enhances the museum's collections and programs and its physical, human, and financial resources. It ensures that all these resources support the museum's mission, respond to the pluralism of society, and respect the diversity of the natural and cultural common wealth.

Thus, the governing authority ensures that:

- \* all those who work for or on behalf of a museum understand and support its mission and public trust responsibilities
- \* its members understand and fulfill their trusteeship and act corporately, not as individuals
- \* the museum's collections and programs and its physical, human, and financial resources are protected, maintained, and developed in support of the museum's mission
- \* it is responsive to and represents the interests of society

- \* it maintains the relationship with staff in which shared roles are recognized and separate responsibilities respected
- \* working relationships among trustees, employees, and volunteers are based on equity and mutual respect
- \* professional standards and practices inform and guide museum operations
- \* policies are articulated and prudent oversight is practiced
- \* governance promotes the public good rather than individual financial gain.

## **Collections**

The distinctive character of museum ethics derives from the ownership, care, and use of objects, specimens, and living collections representing the world's natural and cultural common wealth. This stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and responsible disposal.

Thus, the museum ensures that:

- \* collections in its custody support its mission and public trust responsibilities
- \* collections in its custody are lawfully held, protected, secure, unencumbered, cared for, and preserved
- \* collections in its custody are accounted for and documented
- \* access to the collections and related information is permitted and regulated
- \* acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials
- \* acquisition, disposal, and loan activities conform to its mission and public trust responsibilities
- \* disposal of collections through sale, trade, or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections.
- \* the unique and special nature of human remains and funerary and sacred objects is recognized as the basis of all decisions concerning such collections
- \* collections-related activities promote the public good rather than individual financial gain
- \* competing claims of ownership that may be asserted in connection with objects in its custody should be handled openly, seriously, responsively and with respect for the dignity of all parties involved.

## **Programs**

Museums serve society by advancing an understanding and appreciation of the natural and cultural common wealth through exhibitions, research, scholarship, publications, and educational activities. These programs further the museum's mission and are responsive to the concerns, interests, and needs of society.

Thus, the museum ensures that:

- \* programs support its mission and public trust responsibilities
- \* programs are founded on scholarship and marked by intellectual integrity
- \* programs are accessible and encourage participation of the widest possible audience consistent with its mission and resources
- \* programs respect pluralistic values, traditions, and concerns
- \* revenue-producing activities and activities that involve relationships with external entities are compatible with the museum's mission and support its public trust responsibilities
- \* programs promote the public good rather than individual financial gain.

### **Promulgation**

This *Code of Ethics for Museums* was adopted by the Board of Directors of the American Association of Museums on November 12, 1993. The AAM Board of Directors recommends that each nonprofit museum member of the American Association of Museums adopt and promulgate its separate code of ethics, applying the *Code of Ethics for Museums* to its own institutional setting.

A Committee on Ethics, nominated by the president of the AAM and confirmed by the Board of Directors, will be charged with two responsibilities:

- \* establishing programs of information, education, and assistance to guide museums in developing their own codes of ethics
- \* reviewing the *Code of Ethics for Museums* and periodically recommending refinements and revisions to the Board of Directors.

### **Afterword**

In 1987 the Council of the American Association of Museums determined to revise the association's 1978 statement on ethics. The impetus for revision was recognition throughout the American museum community that the statement needed to be refined and strengthened in light of the expanded role of museums in society and a heightened awareness that the collection, preservation, and interpretation of natural and cultural heritages involve issues of significant concern to the American people.

Following a series of group discussions and commentary by members of the AAM Council, the Accreditation Commission, and museum leaders throughout the country, the president of AAM appointed an Ethics Task Force to prepare a code of ethics. In its work, the Ethics Task Force was committed to codifying the common understanding of ethics in the museum profession and to establishing a framework within which each institution could develop its own code. For guidance, the task force looked to the tradition of museum ethics and drew inspiration from AAM's first code of ethics, published in 1925 as *Code of Ethics for Museum Workers*, which states in its preface:

Museums, in the broadest sense, are institutions which hold their possessions in trust for mankind and for the future welfare of the [human] race. Their value is in

direct proportion to the service they render the emotional and intellectual life of the people. The life of a museum worker is essentially one of service.

This commitment to service derived from nineteenth-century notions of the advancement and dissemination of knowledge that informed the founding documents of America's museums. George Brown Goode, a noted zoologist and first head of the United States National Museum, declared in 1889:

The museums of the future in this democratic land should be adapted to the needs of the mechanic, the factory operator, the day laborer, the salesman, and the clerk, as much as to those of the professional man and the man of leisure. . . . In short, the public museum is, first of all, for the benefit of the public.

John Cotton Dana, an early twentieth-century museum leader and director of the Newark Museum, promoted the concept of museum work as public service in essays with titles such as "Increasing the Usefulness of Museums" and "A Museum of Service." Dana believed that museums did not exist solely to gather and preserve collections. For him, they were important centers of enlightenment.

By the 1940s, Theodore Low, a strong proponent of museum education, detected a new concentration in the museum profession on scholarship and methodology. These concerns are reflected in *Museum Ethics*, published by AAM in 1978, which elaborated on relationships among staff, management, and governing authority.

During the 1980s, Americans grew increasingly sensitive to the nation's cultural pluralism, concerned about the global environment, and vigilant regarding the public institutions. Rapid technological change, new public policies relating to nonprofit corporations, a troubled educational system, shifting patterns of private and public wealth, and increased financial pressures all called for a sharper delineation of museums' ethical responsibilities. In 1984 AAM's Commission on Museums for a New Century placed renewed emphasis on public service and education, and in 1986 the code of ethics adopted by the International Council of Museums (ICOM) put service to society at the center of museum responsibilities. ICOM defines museums as institutions "in the service of society and of its development" and holds that "employment by a museum, whether publicly or privately supported, is a public trust involving great responsibility."

Building upon this history, the Ethics Task Force produced several drafts of a Code of Ethics for Museums. These drafts were shared with the AAM Executive Committee and Board of Directors, and twice referred to the field for comment. Hundreds of individuals and representatives of professional organizations and museums of all types and sizes submitted thoughtful critiques. These critiques were instrumental in shaping the document submitted to the AAM Board of Directors, which adopted the code on May 18, 1991. However, despite the review process, when the adopted code was circulated, it soon became clear that the diversity of the museum field prevented immediate consensus on every point.

Therefore, at its November 1991 meeting, the AAM Board of Directors voted to postpone implementation of the Code of Ethics for at least one year. At the same meeting an Ethics Commission nominated by the AAM president was confirmed. The newly appointed commission — in addition to its other charges of establishing educational programs to guide museums in developing their own code of ethics and establishing procedures for addressing alleged violations of the code — was asked to review the code and recommend to the Board changes in either the code or its implementation.

The new Ethics Commission spent its first year reviewing the code and the hundreds of communications it had generated, and initiating additional dialogue. AAM institutional members were invited to comment further on the issues that were most divisive — the mode of implementation and the restrictions placed on funds from deaccessioned objects. Ethics Commission members also met in person with their colleagues at the annual and regional meetings, and an ad hoc meeting of museum directors was convened by the board president to examine the code's language regarding deaccessioning.

This process of review produced two alternatives for the board to consider at its May meeting: (1) to accept a new code developed by the Ethics Commission, or (2) to rewrite the sections of the 1991 code relating to use of funds from deaccessioning and mode of implementation. Following a very lively and involved discussion, the motion to reinstate the 1991 code with modified language was passed and a small committee met separately to make the necessary changes.

In addition, it was voted that the Ethics Commission be renamed the Committee on Ethics with responsibilities for establishing information and educational programs and reviewing the Code of Ethics for Museums and making periodic recommendations for revisions to the board. These final changes were approved by the board in November 1993 and are incorporated into this document, which is the *AAM Code of Ethics for Museums*.

Each nonprofit museum member of the American Association of Museums should subscribe to the *AAM Code of Ethics for Museums*. Subsequently, these museums should set about framing their own institutional codes of ethics, which should be in conformance with the AAM code and should expand on it through the elaboration of specific practices. This recommendation is made to these member institutions in the belief that engaging the governing authority, staff, and volunteers in applying the AAM code to institutional settings will stimulate the development and maintenance of sound policies and procedures necessary to understanding and ensuring ethical behavior by institutions and by all who work for them or on their behalf.

With these steps, the American museum community expands its continuing effort to advance museum work through self-regulation. The *Code of Ethics for Museums* serves the interests of museums, their constituencies, and society. The primary goal of AAM is to encourage institutions to regulate the ethical behavior of members of their governing authority, employees, and volunteers. Formal adoption of an

institutional code promotes higher and more consistent ethical standards. To this end, the Committee on Ethics will develop workshops, model codes, and publications. These and other forms of technical assistance will stimulate a dialogue about ethics throughout the museum community and provide guidance to museums in developing their institutional codes.

**Link to AAM Code of Ethics:** <https://www.aam-us.org/programs/ethics-standards-and-professional-practices/code-of-ethics-for-museums/>

# **AASLH STATEMENT OF STANDARDS AND ETHICS**

**Any future updates to the Code of Ethics can be found on the AASLH website**

(Revised 2018)

## **Introduction**

The American Association for State and Local History (AASLH) is a membership organization comprised of individuals, agencies, and organizations acting in the public trust, engaged in the practice of history, and representing many disciplines and professions. AASLH expects its members, employees, and elected officials to abide by the ethical and performance standards adopted by all appropriate discipline-based and professional organizations.

The association and its members are to comply with all laws, regulations, and applicable international conventions. The association and its members are expected to take affirmative steps to maintain their integrity so as to warrant public confidence. The following ethical statements and related professional standards are provided for the guidance of all AASLH members and those in the field of history organizations.

## **Diversity and Inclusion**

Everyone makes history. American History is inclusive history. Through staffing, training, collecting, programming, and marketing, history organizations should reflect the diverse communities they serve. History organizations should be attuned to issues and ideas reflective of the breadth of American experience, particularly those relevant to their local communities and should avoid bias in their documentation, collections, preservation, and interpretation.

## **Intellectual Freedom**

Historical scholarship and interpretation depend upon free and open exploration and interpretation of the human experience. History institutions must respect all legal, ethical, and cultural standards regarding individual privacy, human-based research and access to and use of sensitive cultural materials.

## **Historical Resources**

History organizations frequently have complex and varied collections. These historical resources—including collections of objects, documents, and other records;

built environments, cultural landscapes, historical viewsheds, archaeological sites, and other evidence of the past—are the tools through which history practitioners provide meaning to the past and are the bedrock upon which the practice of history rests.

A. In fulfillment of their public trust, association members must be responsible stewards, giving priority to the protection and management of the historical resources within their care and preserving the physical and intellectual integrity of these resources.

B. Institutions should manage their historical resources in accord with comprehensive policies officially adopted by their governing authorities. These policies should be reviewed regularly.

C. Historical resources should not be capitalized or treated as financial assets.

D. History organizations should detail the process for deaccessioning objects<sup>1</sup> from their collections in their collections management policy. Decisions to deaccession should be based upon the relationship of the object to the institution's mission, the object's cultural value (i.e., its ability to interpret a larger story), the physical condition of the object, and/or the ability of the institution to continue to care for the object. Under no circumstances should the decision to deaccession an object be made on the basis of its monetary value.

E. Funds from the sale of collections may be used for the acquisition of collections, or the direct care<sup>2</sup> or preservation of existing collections. Funds should not be used to provide financial support for institutional operations. In the case of institutions that accession their contributing buildings and landscapes (cultural and historical assets that are accessible to and interpreted for the public), funds acquired through deaccessioning can be used for direct care and preservation of objects, archives, buildings, archaeological sites, and cultural landscapes that provide public benefit as outlined/defined in their collections policy. Institutional policy should distinguish between building maintenance and building preservation.

F. Historical resources should be acquired, cared for, and interpreted with sensitivity to their cultural origins. All efforts should be made to be transparent about and representative of these origins.

G. The physical condition of historical resources, including a record of their past treatment, should be maintained and appropriate steps taken to mitigate potential hazards to people and property.

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<sup>1</sup> For the purposes of this statement, the word object is used broadly to refer to all items in an organization's accessioned or permanent collections.

<sup>2</sup> Direct care is an investment that enhances the life, usefulness or quality of a museum's collection. This definition was first introduced in the American Alliance of Museums' publication, *Direct Care of Collections: Ethics, Guidelines and Recommendations* (April 2016).

## **Access**

Access to historical resources gives preservation activities their meaning. Providing and promoting equitable access to historical resources through exhibitions, tours, educational programs, publications, electronic media, and research is critical in fulfilling the public trust and mission of history organizations. Access and limitations to access are governed by institutional policies and by applicable rights of privacy, ownership, cultural standards, and intellectual freedom.

## **Interpretation**

Historical interpretation may be presented in a variety of formats.

- A. All interpretation must be based upon sound scholarship and thorough research. Sound scholarship includes reference to and respect for community-based knowledge. Intellectually honest and scholarly rigorous interpretation reflects the cultural and temporal context and recognizes the potential for multiple perspectives.
- B. History organizations should demonstrate respect for all cultures and peoples, and they should strive to be socially responsible and inclusive in their programming and interpretation.
- C. Interpretation must use a method of delivery (historic marker, exhibit, book, program, etc.) appropriate for the intended audience.

## **Governance**

The primary responsibility for governance, institutional policies, financial stability, legal accountability, and safety of a historical organization rests with its governing authority.

- A. The governing authority has the responsibility to safeguard the organization's assets, including, but not limited to: the good name of the organization, its mission, its human and financial resources, collections, facilities, property, members and donors.
- B. The governing authority should ensure that the institution maintains accurate financial records and is managed in a fiscally sound manner.
- C. The governing authority should ensure that its organization has the financial and human resources necessary to fulfill the organization's mission.
- D. The governing authority should ensure proper delegation of responsibility.

E. The governing authority should establish policies that reflect current legal, ethical, and professional practices.

F. The governing authority should regularly review the organization's policies and ensure their application.

## **Human Resources**

Responsibility for the operation of a history organization rests with the staff, whether they are paid or volunteer.

A. All individuals in the service of history—employees, volunteers, or interns—deserve the respect and support of their peers, superiors, and institutions.

B. Individuals employed in the practice of history deserve pay and benefits commensurate with their training, performance, and contribution to the institution.

C. Volunteers should be held to clearly articulated performance objectives and offered the same respect as their paid colleagues.

D. While internships provide important training experience for students and new professionals, history organizations should strive to pay interns at a fair level reflecting the value of history work. The practice of unpaid internships disadvantages individuals who do not have access to familial or other resources that would allow them to work for little or no compensation.

E. Institutions should maintain personnel policies, adopted by the governing authority and distributed to all staff, documenting the terms of employment.

F. Institutions have the responsibility to engage personnel, including volunteers, who have appropriate training and expertise and to provide them with opportunities for additional training necessary to continue to meet their responsibilities.

G. If the governing authority employs an administrator, that person alone is responsible for the employment, discipline, and release of all other staff, subject to established personnel policies.

H. An employee or volunteer is never wholly separable from the institution, and actions by an employee or volunteer may reflect upon the organization or be attributed to it.

I. Institutions have the responsibility to respect the privacy of their members, volunteers, and employees and act in their best interests.

J. Institutions should not discriminate against anyone on the basis of race, color, creed, age, sex, religion, nationality, sexual orientation, disability, or gender identity.

K. Employers, staff, and volunteers shall not engage in or condone any type of harassment or discrimination.

L. Institutions and individuals working and volunteering in the history field should observe confidentiality and treat colleagues with respect, fairness, courtesy, and good faith, avoiding relationships with others which could compromise professional judgment or their reputation.

### **Revenue Producing Activities**

Activities that involve the marketing and sale of products, programs, services, and facilities are acceptable ways to produce revenue and increase public awareness of, and participation in, historical activities.

A. No revenue producing activities should violate or compromise the integrity of an institution's mission. These activities should not hamper the ability of an institution or individual to meet professional standards or endanger an institution's nonprofit status.

B. Control of the intellectual content of products (e.g., exhibitions, publications, collections, programs) should not be delegated to outside parties for the purpose of obtaining financial support.

### **Confidence and Trust**

History organizations exist to serve the public interest and must always act in such a way as to maintain public confidence and trust.

A. No governing authority member, employee, and/or volunteer should use their position, or the information and access acquired as a result of their position, for personal gain or for the benefit of other organizations. All proprietary information should remain confidential.

B. Board members, volunteers, and employees shall refrain from personal collecting when it conflicts with the collecting interests of their institution. Statements of personal collecting interests should be obtained prior to an individual joining an organization and updated on a regular basis. Collections should not be made available to any individual for personal use, either on or off the premises of the organization that owns the collections, or for any other purpose contrary to the adopted collections policies.

### **About the American Association for State and Local History**

The American Association for State and Local History (AASLH) is a national association that provides leadership and support for its members who preserve and interpret state and local history in order to make the past more meaningful. Visit [www.AASLH.org](http://www.AASLH.org) for more information about membership, continuing education, the association's resource center, and other programs and services.

**Link to AASLH Statement of Standards and Ethics:**

<http://download.aaslh.org/AASLH+Statement+of+Standards+and+Ethics+-+Revised+2018.pdf>