

NJMT, Inc. Collection Policy
Adopted by the Board of Trustees, January 16, 2004

1. Mission Statement

The mission of the NJ Museum of Transportation is to maintain and operate one of the oldest continuously operating preservation railway in the country, restoring and operating authentic antique narrow-gauge steam locomotives and providing educational opportunities to local students and apprentices, organizations and visitors to learn about the required trades, the history and importance of railroads in the development and industrialization of the United States. This is accomplished through steam/diesel locomotive-driven train rides, specialized programming, exhibits and thousands of volunteer hours to restore equipment, operate the museum and educate the public through demonstrations of an actual working artifacts of history.

2. Purpose of this Policy

This Collections Policy will serve as a guide for managing the collections of the NJMT. These guidelines are in compliance with accepted professional standards governing ownership of cultural property. It is intended that this policy be reviewed as needed (at least once every five years) to insure that it continues to meet the needs of the institution. All changes and revisions require the approval of the Board of Trustees.

3. Introduction

In support of its Mission Statement, the NJMT will:

Maintain and operate a preservation railway

Restore and operate narrow-gauge locomotives, rolling stock, and buildings.

Providing educational opportunities to students and apprentices, organizations and visitors

Collect vehicles, artifacts and documents pertaining to the transportation industry which served New Jersey.

The Museum will consider the best current scholarship in railroad history and historic preservation theory in setting collection goals and objectives.

4. Collection Categories

The collection of equipment and other artifacts falls into the following categories.

Rail Vehicles: Original locomotives, cars, self-propelled equipment, maintenance of way equipment, and other vehicles or equipment capable of operating on rails. Also included are full-size replica rolling stock which, through association or passage of time, have acquired value and status as historic. A rail vehicle that was subsequently used for another purpose, such as a structure, may be classified as either a rail vehicle, or as a structure.

Motor Vehicles: Vehicles originally built to operate under their own power, or to be towed, upon public or private roadways. These vehicles normally have pneumatically inflated rubber tires, but may have solid rubber or metal tires.

Architecture: Buildings maintained in place or removed to the Museum grounds from other locations with the express purpose of preserving and exhibiting them in the context of the Museum's mission. These include structures associated with railroading which may not fit conventional building descriptions, such as turntables, concrete phone booths or gang boxes. Also included in this category are fragments, such as details, stones, doors and other building materials which are architectural in origin but which do not constitute a reproducible whole.

Civil Engineering: Right-of-way, bridges and right-of-way fragments or elements such as track materials, retaining walls and culverts.

Other Three-Dimensional Artifacts: Selected artifacts that are relevant to, and consistent with, the purposes and activities of the Museum. These include small objects that do not belong in either the Rail Vehicles, Motor Vehicles or Architecture/Civil Engineering categories. Included are small objects from rail vehicles and supporting facilities such as signals, lights, bells, whistles, number boards, builder's plates, control equipment and signage. Also included are employee and service-related objects such as tools, uniforms, ticket punches, hand lanterns, dining car china and serving implements, etc. Included here also are large, stationary artifacts to include such items as the marine engine and related equipment. Small artifacts related to the marine industry fall into this category as well.

Photographs, Documents and other Printed Matter: Primary Materials including transportation periodicals, photographs, artwork, records and correspondence, technical books, employee timetables and training materials, drawings, printed paper ephemera such as public timetables and promotional materials, transit advertising and maps. Secondary Materials including "general interest" transportation-subject books, films and videos, magazines, and historical society publications.

5. Collection Overview

As of January 2004 the current collection encompasses various track gauges including 15 inches, 2 foot, 30 inch, 3 foot, 42 inch, 48 inch, and standard gauge equipment from a variety of companies, manufacturers, and locations. See appendix A for a detailed list.

At this time the Museum has one rubber tired historic vehicle in the collection.

The Museum has roughly five historic buildings from the surrounding communities on site, plus several new buildings used to house and repair the collection.

The Museum has a collection of smaller artifacts related to transportation ranging from railroad signals to marine signal systems. The Marine engine falls into this category as well.

The museum has a large collection of art, photographs, books, drawings, etc.

6. Roles and Responsibilities

As the policy-setting body of the Museum, the Board of Trustees represents the final authority in operations of the Museum. The Board appoints the Collections Committee Chairman who responsible for implementing this collection policy. The Board makes the final decision concerning acquisitions, restorations, accessions, deaccessions, and disposal of assets.

The Collections Committee Chairman is appointed by the Board of Directors and is the primary person responsible for overseeing preservation of the Museum's collections by implementing this collections policy. The Collections Chairman is also responsible for reporting to the Board of Trustees on the state of NJMT's collections, including the status of collections care and security.

The acquisition, preservation and exhibition of original objects lie at the core of a museum's unique educational purposes. NJMT believes that responsible use of original objects is an effective way to impart knowledge and understanding of the transportation experience. It is the policy of NJMT to avoid using original objects in any way that would be unnecessarily consumptive of those objects. The primary intention of NJMT is to preserve these objects in perpetuity. Any display or other interpretive use must reflect that intention.

Removal of objects from the Museum's collection may occur only through a formal deaccession process.

It is the policy of the NJMT to own all objects entrusted to its long-term care. It is also the policy of the Museum to seek unconditional gifts to be used in the best interest of the Museum.

Offers of conditional gifts, leases, and loans must be evaluated for their potential to divert resources away from Museum-owned objects.

Exceptions can be granted for deviation from relevance to the mission statement, but only after careful consideration of the proposal's potential to divert institutional resources away from the Museum's other collections.

All proposed acquisitions are to be evaluated against the criteria listed below for Accession into the collection.

7. Accession to the NJMT Collection

Accession is the formal process of bringing an object into the Permanent Collection. The following criteria must be addressed.

*Relevance to the NJMT Mission Statement. Strong preference is given to objects filling the roles outlined in the mission statement. Objects from the local geographical area are of interest, or the object will fill a critical gap in the collection. Factors such as rarity or typicality, provenance and interpretive potential will be reviewed when considering relevance.

*Present condition. A complete object is preferred over an incomplete one, however an incomplete object or one that is in poor condition may be considered if a better example is not known to be available and it fills a gap in the collection.

*The Museum's ability to care for and conserve the object. An evaluation of the requirements for storage and conservation, (including track space and indoor storage space in the case of rail vehicles), must be made. These requirements must be carefully weighed against the needs of the existing collection.

*Duplication of existing objects in the collection. Duplication alone, in either NJMT's or other museums' collections, is not necessarily a reason for rejection, as many such objects operated in trains. If the duplicate already in the collection is in poorer condition, it may become eligible for deaccessioning and/or disposal. Duplication which is considered to not be in the best interest of the Museum can be a reason for rejection.

*Completeness of title: The Museum shall verify ownership by appropriate means prior to accepting a gift or entering into a purchase agreement. The Museum will not acquire objects when legal ownership can not be substantiated to the satisfaction of the Board of Trustees using accepted museum standards as a guide.

Incoming Loans: From time to time, in order to present exhibits or for other purposes, the Museum may acquire the loan of objects from other Museums or from private collectors. The Museum may accept the deposit of a collection from another Museum or historical society under mutually agreed terms. The Museum may also accept the loan or deposit of an object or document while it determines whether to acquire the item. As such, these items may not be accessioned by the Museum, but are to receive the same benefits of care as if the items were accessioned. Loans or deposits of large objects or collections, require the express approval of the Board of Trustees. All Loans and deposits are to be for a specific time period, with renewal options specified, and will be recorded in accordance with accepted Museum standards. No object in the Museum's collections may be used or borrowed for personal gain or convenience by an individual.

Outgoing Loans: With the approval of the Board of Trustees, the Museum may lend collection objects only for specific exhibitions or study. The Museum may lend objects to other institutions and organizations which will use the loan for educational purposes and which meet the requirements for care and safety of the loaned object. All loans must be covered by written loan agreements, fully insured by the borrowing organization with a copy of certificate of insurance. Loan agreements will specify a finite loan period. All loans will be reviewed annually. Under special circumstances the Board of Trustees may waive the insurance requirement. No object in the Museum's collections may be used or borrowed for personal gain or convenience by an individual.

8. Deaccession

From time to time, it may be beneficial for the Museum to remove objects from its collection through a process known as deaccessioning.

The formal deaccession process is the only way to remove items from the Collection. Prior to starting this process, a review must be made of relevant acquisition information including title and conditions of gift, if any.

The Museum is aware of its obligation to refine and upgrade its collections. However, deaccessioning should not be a regular occurrence since the Museum has accepted the obligation to preserve objects and hold them in the public trust. Any perception that disposal is common could discourage donations and work against the best collecting interests of the Museum.

Objects may be considered for deaccession based only on the following criteria:

- *The object's relevancy or appropriateness to the Museum's mission, as defined by the Museum's mission statement.

- *The object is being replaced. The Permanent Collection can evolve by the addition of better, more complete, or more representative examples of individual pieces. An object from the geographical area of interest may become available that will replace a similar object from outside the area of geographical interest. Likewise, with the accession of a new object, an existing object may become a duplicate. Duplication alone is not necessarily a reason for deaccession, as many such objects operated in trains. In cases where it is not in the Museum's interest to retain multiple examples of an object, and the duplicate already in the collection is in poorer condition, it may become eligible for deaccessioning.

- *The object's condition. If an object has deteriorated or has been damaged so badly as to no longer have value and is beyond reasonable expectations of preservation, an otherwise suitable item may be considered for deaccessioning.

- *The object's authenticity. Objects discovered to be reproductions or not authentic as represented may be considered for deaccessioning.

- *The Museum's ability to care for and conserve the object. If the Museum's inability to properly care for an object threatens to adversely affect the condition of said object, the otherwise suitable object may be considered for deaccessioning.

- *The object was lost or stolen. In cases of theft or similar loss, the object may be deaccessioned.

If the decision is made to deaccession an item, a recommendation is made by the Collections Chairman to the Board of Trustees as to the disposition. This recommendation shall be based upon a review of relevant acquisition information including original conditions of gift, if any. In cases of donated items, where appropriate, the original donor will be contacted. Strong preference will be given to transferring ownership to another museum or historical society wherever practical.

Options for Disposition: Once a decision has been made to remove an item from the collection, the following options are available for doing so.

*Return to donor (applies to donated items only).

*Gift, trade or sale to another public, historical or non-profit institution

*Trade or sale to a group or organization other than as described above

*Dismantle to salvage components

When a donated object is set aside for disposal, the Museum will make a good faith effort to contact the original donor (if the donation has been made within the preceding twenty years) who will be allowed the opportunity to purchase the object at fair market value.

It is the policy of the Museum that moneys or other consideration received from the disposal of a de-accessioned item be used for the benefit and support of the collection whenever possible.

Written records will be kept to provide a summary of why the object was deaccessioned. The records will document the decision process, identifying how the deaccession criteria in Section 10.1 were applied.

9. Collections Care

The collections of the NJMT are held in trust for the benefit of the public. The Museum recognizes its fiduciary responsibility to care for these objects, and will continually perform self-analysis to determine its performance in this regard, and take action to address recognized shortcomings. Although the Museum operates a portion of its Permanent Collection, it recognizes that these vehicles have a finite operational life, and will avoid using these vehicles in any way that would be unnecessarily consumptive. The Collections Chairman will report to the Board of Trustees on the state of NJMT's collections on not less than an annual basis.

To preserve its collection, the Museum will work towards providing appropriate indoor storage space for all of the objects in its Permanent Collection. Interim conservation measures, including temporary roofs, tarps, and other protective coverings may be applied to rail vehicles which are without indoor storage space. The goal of this intervention will be to stabilize the object to prevent further deterioration. In applying these interim protections, care will be taken to avoid techniques that might damage the object or can not be easily reversed. Removal of parts is permitted only to the extent necessary to permit effective application of temporary coverings, and in cases where that part would be threatened with destruction if left in place.

10. Ethics

The responsibilities of holding and protecting the Museum's collections require that the members, officers and directors of the Museum adhere to ethics of action and responsibilities. As in all museums, "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.

To insure that the members, officers and directors of the Museum know and realize the minimum ethical requirements for collections, the following are established.

1. All Museum members, including trustees and officers, shall place stewardship of the collection as a high priority when considering the affairs of the Museum. Stewardship includes the preservation, conservation, and proper display of all items in the various collections of the Museum.
2. All Museum members, including trustees and officers, are prohibited from using any collection object or their special access to collection objects for purposes other than for official business of the Museum.
3. No Museum member, including trustees and officers may use his or her Museum affiliation to promote personal collecting activities.
4. No trustees or officer may compete with the Museum in any personal collecting activity.
6. Responsibility for the appraisal of all gifts, such as for tax purposes, rests with the donor. No Museum officer or board member may serve as an appraiser of a gift to the Museum.
7. Staff and members will assert no personal privilege over the acquisition, disposition or use of any collection object.
8. While the Museum recognizes the outstanding monetary and labor contribution of its members, control of collection objects rest entirely with the Museum. The Museum's mission and goals must take precedence over the desires or directives of any donor of cash, labor, material or collection item.

Appendix A

NJMT Collection (Accessioned Material)

Diesel Locomotives

- PCK Plymouth #5
- USS GE 55-Ton #45
- USA GE 23-Ton #7751
- Kerr McGee GE Diesel
- PCK Plymouth #1
- Alcoa Aluminum #701
- Midvale Steel #40
- DuPont #15 Currently being re-engined with diesel prime mover; to be re-gauged to 3 feet (RP)
- US Metals #10 In primer. Minor body work needed. (RP)
- US Metals #11 In primer. Minor window replacement needed. (RP)
- US Metals #13 In primer. Minor window replacement needed. (RP)
- US Metals Brookville In primer. Minor window/body work needed. (RP)

- Pouch Terminal Mack #2
- DuPont #3 Requires minor body work, (RP)
- Oswald #4
- Oswald 1917
- Oswald 1920
- Oswald Burton
- US Metals #8
- USS #39 GE 55 ton

Rolling Stock

- PCK Caboose #5
- CN Coach #502
- Oahu Flat Car (Open Car)
- CNJ Caboose #91155
- CN Coach #509
- CNJ Caboose #91245
- EBT Hopper #824
- Singer Box Car
- WCLR Goods Wagon #202C
- WCLR Brake Van #51C
- PCK Open Car #17
- C&L #31L
- Oahu Flat Car.
- CNJ Box Car 24343
- CNJ Box Car 22866
- CNJ Box Car 23193
- Raritan River Caboose #7
- PRR 3999
- Q&TL Russell Plow
- Q&TL dump cars (2 each)
- ET&WNC Box Car
- CP&W Coach
- CP&W Combine
- D&RGW box car
- Cagney cars

Steam Locomotives

- ETL Shay #6
- Q&TL 2-8-0 #6
- PCK #46 Porter
- C&L 4-4-0 #3L
- Anaconda #9
- CP&W Vulcan
- Cagney

Structures

- Allenwood, NJ Passenger Station
- Manasquan, NJ News Stand
- Manasquan, NJ Broad Street Watchman Shanty
- Freneau, NJ Passenger Station
- Spring Lake, NJ Watchman Shanty
- Heavy Machine Shop
- Water Tower
- Tool Shed
- Car Barn
- Equipment Building

Special Items

- CP&W gang car
- CP&W motor car
- Raritan River Buda Motor car
- Buda Motor Car narrow gauge
- Marine Steam Engine
- Tamper
- Railbus
- ALCO Lathe

Appendix B

Equipment Loans

Incoming Loans

-SS&S 2-6-2 #26

Outgoing Loans:

- EBT Combine #16, leased to FEBT
- Two each 2' Gauge Locomotives leased to Portland, Maine rail museum.
- 2' Gauge Plymouth Leased to Fort Dix

Appendix C

NJMT Collection (Deaccessioned Material)

- D&RGW Stock Car - scrapped for parts
- 2' loco to Ed Brown - sold
- #51 Lehigh Coal and Navigation Company - donated to canal museum
- 2' Plymouth - sold 2002
- 2' Brookville - sold 2002
- S&F Porter - frame scrapped 1970s, boiler on #46
- Plymouth #2 - traded for #7751 in 1977