

COLLECTION MANAGEMENT POLICY



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San Diego Air & Space Museum Collection Management Policy

Section 1. MUSEUM STATEMENT

1.1 Overview

This document establishes the policies governing the collections of the San Diego Air & Space Museum in accordance with the purposes and objectives established by the Articles of Incorporation as amended and in accordance with the By-Laws of this institution as amended and restated.

The emphasis of this policy is on the aircraft and related objects which are the responsibility of the Curatorial Department. The Library & Archives, under the direction of the Museum Archivist, adheres to the tenets in this policy as they apply but also has a Collection Development Policy specific to its requirements and operation (Appendix A).

1.2 San Diego Air & Space Museum's mission:

Celebrate... Educate... Inspire!

Celebrate aviation and space flight history through preservation of significant artifacts, presentation of dynamic exhibits, and commemoration of the men and women who forged aerospace history.

Educate the public about the social and historical significance of aerospace technology and its promise for the future.

Inspire students to excel in technology, mathematics and the sciences, and encourage all visitors to become life-long learners in support of aerospace advancement.

1.3 Museum history

The Museum opened in San Diego's Balboa Park in 1963, and the Museum's collection grew at an incredible rate. By the summer of 1965, the Museum had moved to the larger Electrical Building nearby and soon boasted of a new library and archives. In 1978 the Museum lost its entire collection of aircraft, artifacts, library and archival materials, and building to a devastating fire. The Museum reopened in 1980 in the Park's historic Ford Building, and has been rebuilding its collection ever since. In 1986 the Museum became the first aero-themed museum to be accredited by the American Association of Museums, and is now recognized as one of the country's premier aerospace museums.

The facility at the Park, along with its auxiliary facilities at Gillespie Field in El Cajon, California, displays more than 100 aerospace vehicles. In addition to world class aerospace exhibits, the Museum has one of the most extensive library and archive collections in the country and is known for its nationally acclaimed aircraft restoration, conservation, and preservation capabilities. In 2006 the Museum acquired the Low Speed Wind Tunnel near Lindbergh Field,

where companies and individuals test their equipment and students can study aerodynamics. In 2007, the Museum was designated the official Air & Space Museum and education center for the State of California.

1.4. Museum purpose

The purpose of the Museum is to:

Function as a non-profit, educational institution. The Museum's exhibits and collections, and its protection and restoration of historical aviation and space articles, shall preserve and chronicle humanity's conquest of air and space.

Develop exhibits and acquire collections and library and archival materials which will support the above objectives to better serve the cultural, educational, and research community.

Maintain a physical plan and a professional staff of such size and composition necessary to operate the Museum efficiently and effectively.

1.5. Scope of collections

The Museum houses and maintains a documented collection of artifacts and archival materials that are preserved and managed for exhibition, programming, education, and research.

1.6. Responsibilities

Application of these standards lies with the staff, volunteers, and directors of the San Diego Air & Space Museum and will be accomplished in accordance with the highest professional and ethical standards.

Section 2. CODE OF ETHICS

2.1. Introduction

The San Diego Air & Space Museum endorses and upholds the highest ideals and concepts of ethical and professional practices. Those standards and commitments are defined in the Museum's *Code of Ethics*. The Code pertains to all governing bodies, staff members, and volunteers.

2.2. Governance

The Board of Directors holds the ultimate fiduciary responsibility for the Museum and for the protection and nurturing of its various assets, including the collection and related documentation, the physical plant, financial assets, and the staff. The Board is obliged to develop and define the purposes and related policies of the Museum, provide oversight, and ensure that all of the Museum's assets support the Museum's mission and are properly and effectively used for public purposes.

The President/CEO carries out the policies established by the Museum Board and oversee the day-to-day operations of the Museum. The President/CEO is supported by the Museum staff and volunteers.

2.3. Collections

Collections are developed, managed, and conserved for use in research, exhibits, and/or education programs for public audiences. To ensure these collections will be available for use in the future, utilization is balanced with current preservation standards and practices. The management, care, and use of these collections follow the *Collections Management Policy* of the Museum.

2.4. Conduct of individuals

In all activities, Museum personnel must act with integrity and in accordance with the most stringent ethical principles as well as the highest standards of objectivity. All Museum personnel are expected to demonstrate the highest standards of public trust and conduct by:

- Being honest and ethical;
- Adhering to all federal, state, and local laws and regulations;
- Protecting the Museum's reputation and assets;
- Acting responsibly to avoid conflicts of interest and other situations potentially harmful to the Museum; and
- Exemplifying good citizenship.

2.5. Personal collections and conflicts of interest

Directors and Staff shall disclose all circumstances regarding personal collections and their personal collecting activities which may be parallel or may compete with the collection activities of the Museum. The Board of Directors will make the final determination whether or not the Museum has an interest.

Museum personnel, the governing body, or their families or close associates, are not permitted to purchase objects that have been deaccessioned from a collection for which they are responsible.

Directors, staff, and volunteers shall not use in their home or for any other personal purpose any object or item that is part of the Museum's collection or under the guardianship of the Museum.

Refer to the Museum's *Code of Ethics* for additional information.

Section 3. ACCESSIONING

3.1. Definition

The San Diego Air & Space Museum defines accessioning as the formal process used to legally accept and to record an artifact or archival material as a collection item. It involves the creation of an immediate and permanent record using a control number or unique identifier for artifacts or materials added to the permanent collection from the same source at the time, and for which the institution accepts custody, right, or title.

3.2 Accession priorities

The San Diego Air & Space Museum will accept for accession only articles of historical or artistic value for which it is able to provide storage, protection, and preservation under conditions that insure availability for exhibition and study. Examples include:

1. Historically significant aircraft in the form of (1) originals, (2) replicas, (3) reproductions, (4) restorations, and (5) mock-ups
2. Ancillary aircraft equipment in the form of engines, propellers, instruments, wheels and tires, etc.
3. Historically significant automobiles, only if and when they fit in a given era of aviation history and complement a specific exhibit
4. Aircraft and spacecraft models when and if they meet the professional standards of the Museum's Curator
5. Original and reproduction aerospace-related paintings in oils and watercolors. Also, etchings and prints, including posters and sculptures
6. Photographs and negatives of aviation and space vehicles, articles, materials, people, and significant aerospace events
7. Aviation and space clothing, uniforms, personal equipment, insignia, and memorabilia
8. Books, manuals, manuscripts, and other archival material in the form of collections or individual items

3.3 Special considerations

Materials with less than complete supporting data may be accepted for accession if the Curator or Archivist is reasonably certain of their origin, content, and if the item's history can be established through scholarly research. It is important for both the research and exhibition functions of the Museum to document changes and development in aviation and space history and technology. Collection of recent and current work should also be encouraged.

3.4 Accession documentation

Complete records of the accession holdings of the museum are maintained by the Museum Registrar. Once an object(s) or collection is reviewed by Curator/Archivist and a signed deed of gift or held in trust accession agreement or receipt in the case of purchase objects is received, the object(s) or collection is accessioned by the Registrar into the Museum's holdings. Accession numbers document Museum ownership or stewardship and are an inventory control device for the Museum.

The Museum Curator/Archivist shall prepare and preserve records for all objects acquired, including instruments of conveyance signed by the donor, and complete description, documentation, and provenance of all objects accessioned.

3.5 Acquisition laws

Items shall be acquired only when the San Diego Air & Space Museum has determined to the best of its ability that they have been collected, exported, and imported in full compliance with the laws and regulations of the country or counties of origin, of the federal government of the United States, and of individual states within the United States. Every reasonable effort will be

made to ensure that these conditions are met and that title to the artifact or specimen may properly be transferred to the Museum.

3.6 Appraisals/authentication

No employee, Board member, or volunteer of the San Diego Air & Space Museum shall provide appraisals for any purpose, including the establishment of the tax deductible value of gifts offered to the San Diego Air & Space Museum, nor shall he or she identify or otherwise authenticate for persons or agencies items under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such materials, or where there is reason to believe such identification will be used primarily for commercial purposes.

3.7 Documentation standards

The President/CEO is charged with the overall responsibility of assuring that documentation of Museum collections is accurate and current. The Curator and Archivist are responsible for administering the Collection Management System, and will maintain adequate and up-to-date records of accessions, deaccessions, and related movement of materials.

3.8 Conditions of acceptance

Title of all collectibles must be unencumbered. Except as noted below, the San Diego Air & Space Museum will not accept objects upon which restrictions are placed, and that would prevent effective research examination, normal exhibition use, loan, or disposal in accordance with this document. The Museum will not accept objects under conditions that would require their permanent or long term exhibition, or that the collection of which they may form only a part of, must be kept together permanently and/or displayed only as a self-contained collection. In rare cases, exceptions to this rule may be made for particularly significant or well-documented items where the restrictions imposed by the donor are in accordance with technical and scholarly needs, i.e., that groups of objects never be deaccessioned except to another public institution with deaccession policies comparable to those herein set forth.

3.9 Undocumented objects

Undocumented objects found in the collection are those that have no accession number and no record of the object being accessioned or why they are in the museum. Ownership of undocumented objects can not be assumed and they cannot be disposed of or accessioned. These objects are considered abandoned property and California law regarding museum abandoned property and old loans must be followed in order to gain clear title. Once clear title is established, the object undergoes acquisition review.

3.10 Other uses

Items may occasionally be accepted by the Museum which are recognized as inappropriate for permanent incorporation into the collections. Such items will be kept for eventual disposal, first to other public institutions, whether through gift, exchange, or sale, and secondly to the public through properly advertised auctions. Such an eventual disposition must be approved by the Curator/Archivist and must conform to the policies of deaccession herein set forth.

3.11 Purchases and exchanges

Artifacts may occasionally be accessed through purchase or exchange from museums, individuals, or other external sources. Every effort will be made to access artifacts through donation before consideration is given to the option to purchase. The Museum President/CEO must authorize any collection purchase up to \$25,000. In cases where the value of an individual object or a defined collection exceeds an appraised value of \$25,000, the purchase must be approved by the Executive Committee in advance.

Section 4. CARE AND CONSERVATION

4.1 Conservation and restoration

The Museum is committed to the preservation of all its collections through (1) an active preventative conservation program; (2) the preservation, restoration, and treatment of specific objects employing conservation principles; (3) the responsible exhibition, movement, cleaning, and handling of objects; (4) the provision of quality storage environments; and (5) complete documentation of object condition and treatment. Object treatments shall follow American Institute for Conservation Code of Ethics and Standards of Practice to the degree practical.

Artifact restorations are always historically accurate and reflect the technology original to that artifact. It is the responsibility of the Curator to set: (1) the goals of a specific restoration, (2) the object's final configuration, and (3) methods of treatment, with an emphasis on reversibility. Original components and materials are always used when available; they are preserved or returned to their original configuration. Repairs are made if necessary and marked as such; re-painting and re-polishing are determined on a case to case basis. If replacement parts are needed, they are marked as such. Complete documentation, including restoration log books, is maintained in the restoration files; a summary of treatment given an object is noted on the appropriate accession file record.

While some of the Museum's artifacts may be returned to near-flight condition, they are not flown, and engines are rarely run. When engines are run, it is with the explicit permission of the President/CEO and under the direct supervision of the Museum's Curator. Any sale, exchange, or transfer of an aircraft, engine, or aircraft parts that are not currently in service as part of a registered, airworthy aircraft must include a statement of liability disclaimer, certifying that the artifact is sold, exchanged, or transferred for display purposes only without certification of airworthiness. The parties agree and it is expressly understood that the assets is/are sold "as is" and "where is" without representation as to airworthiness of the aircraft. Refer to Appendix C: *Asset Purchase Agreement*.

4.2 Collections storage

Approximately 40 percent of the Museum's collection is on exhibit at any one time. Another small percentage is on loan to other museums and institutions in San Diego and around the world. This leaves a significant percentage of the collections in storage. All objects must be stored in an orderly manner in a secure, stable environment. The bulk of this storage is maintained in the basement storage areas of the main Museum at Balboa Park. The Museum also maintains storage areas at its satellite site at Gillespie Field.

It is the Museum's policy to provide indoor storage space whenever practical for all accessioned objects. A small number of aircraft are maintained uncovered at Gillespie Field while awaiting restoration or for display. The Curator and his/her staff are responsible for the maintenance of these storage conditions and for the physical accountability of the collections in storage. All objects can be located accurately and promptly using artifact locator systems maintained by the Curator's staff.

The main Library & Archives collection is located on the second floor of the Museum. Additional materials are stored in the Museum's basement and at the Low Speed Wind Tunnel located near San Diego's Lindbergh Field. The Archivist and his/her staff are responsible for the maintenance of these items: the storage conditions, physical accountability, and overall accessibility of the collection by the public.

4.3 Object movement

The movement of objects from one location to another is the responsibility of the Curator. Before objects are removed from exhibition or handled in some unusual manner, the Curator or Assistant Curator must be informed, unless the situation presents an emergency. Only Museum personnel who have been trained in museum object handling procedures can handle objects in the collection.

Objects are generally received at and shipped from the main Museum location in Balboa Park, and the Curator is charged with documenting and tracking those activities. The Curatorial staff packages artifacts in a manner that ensures their safety. All containers provide a substantial barrier to physical damage. The movement of large and small objects within the museum and at Gillespie Field is accomplished by the Curator's staff. Maintenance staff and the contract exhibit builder can also move collections, if and only if, they have received proper training from the Curator/Archivist. The movement of materials is tracked and recorded by using property passes, temporary removal cards, and transfer records. It is essential that accurate records document movement of materials to provide an audit trail.

4.4 Integrated pest management

The damage caused by pest infestation and the actions that must be taken to eradicate the infestation within the Museum can be lessened or mitigated through integrated pest management. Integrated pest management provides an ecosystem level approach to the management of pests that is based on cooperation and participation of all Museum personnel within the Museum to eliminate or minimize the causative agents of a pest infestation, namely food, moisture, and availability of pest habitat.

Through the combination of education, vigilant housekeeping, environmental monitoring, habitat modification, inspection, identification of infesting species, and application of specific treatment methods, integrated pest management is an effective tool in preventing the intrusion of pests into collection and exhibit areas. By preventing access to pests, the need for chemicals harmful to collections, Museum personnel, and visitors is eliminated.

Integrated pest management is carried out first by determining the extent of biological activity through monitoring, inspection, and identification. If the occurrence of pests within the Museum is detected, appropriate steps are taken to eradicate the pest in a non- or least-toxic manner. Treatment methods are followed by appropriate evaluation techniques.

The following integrated pest management strategies are practiced:

- Exclusion of pests from the Museum
- On-going monitoring and detection
- Habitat modification
- Identification and isolation of infesting species when discovered and isolation and encapsulation of infested materials
- Treatment and suppression of species through non-toxic and least-toxic measures
- Evaluation of the effectiveness of the integrated pest management program
- Continued education of staff regarding integrated pest management

Integrated pest management strategies should encourage on-going maintenance and housekeeping activities that include restriction of food and plants and regular cleaning collection housing rooms and other areas. The collections rooms must be cleaned thoroughly every six months and all collection rooms and other areas checked once a month for any signs of pest activity.

4.5 Security

Collections must be secure from theft and vandalism. Developing systems that provide internal control is essential to collections security. Ensuring that collections are routinely examined by staff with collections management expertise is fundamental to museum security systems. Records and images of objects on exhibit are maintained by the Curator's office to assist with the inspection of galleries. Security requirements for the intellectual collections parallel those for the physical collections.

The Museum provides security for its collections through the following risk management strategies that are used to provide proper security for collections.

- System and devices for deterring and detecting intruders
- Insurance
- Emergency preparedness
- Surveillance to prevent vandalism

The theft of valuable material by staff, volunteers, and researchers is especially a problem in a museum setting. This can be a particular problem if materials are readily available and security measures are lax. To prevent theft, responsible staff and volunteers should:

- Understand preventative measures taken to minimize the likelihood of theft
- Maintain tight key control of storage areas containing valuable materials
- Require researchers to present valid identification
- Require that all personal belongings be left at a checkpoint in the research area, and inspect researchers' personal belongings before they leave
- Supervise researchers' use of materials, including retaining a clear field of vision at all times
- Report suspected thefts to the Facilities Manager or President/CEO
- Make staff and volunteers aware that they may be prosecuted if caught removing valuable materials

Theft, vandalism, or even robbery, by Museum visitors is a problem which staff and volunteers encounter. The Museum's *Emergency Response Manual*, Section 5.11, gives detailed instructions on how to handle such situations and what to do after the crime has occurred. An *Incident Report* must be completed and submitted to the Curator/Archivist (as appropriate) to record all instances affecting the collections.

4.6 Emergency preparedness

Emergency preparedness for the San Diego Air & Space Museum focuses on reduction of risk and the mitigation of catastrophic events that have the potential to endanger people and collections. Emergency preparedness aims to anticipate and avoid emergencies, to regain control when an emergency occurs, and to recover control as quickly as possible should it be lost. The Museum abides by the emergency preparedness plan in the event of a disaster. For more information refer to the Museum's *Emergency Response Manual*.

Disasters are prevented as far as possible through the practice of emergency preparedness measures such as inspections of entire facility and systems and preventive maintenance of the facilities, systems, and equipment.

Emergency preparedness measures are based on risk analysis of locally occurring hazards:

- The written emergency preparedness plan is tested and evaluated annually.
- The plan addresses measures to be taken before, during, and after an emergency.
- Collection staff members are trained on disaster recovery methods.

Section 5. DEACCESSIONING

5.1 Introduction

The San Diego Air & Space Museum acts as custodian of artifacts and objects for the broader benefit of society. This may require permanent removal of artifacts from the Museum and may occasionally involve physical discard. Transfers will preferably be made only to cultural, technical, and educational institutions.

5.2 Collectibles transfers

5.2.1 Gifts

Gifts of materials to an appropriate technical, educational, or cultural institution that may be deemed in the best interest of the Museum.

5.2.2 Exchanges

The formal reciprocal transfer of material between two or more institutions often serves to advance research, education, or exhibition programs. Such exchange may increase the probability of preserving materials for the future. There shall be no trade of materials or artifacts to employees, volunteers, Board of Directors members, or their representatives.

5.2.3 Sales

If certain materials or artifacts are no longer needed for research and exhibition purposes by the San Diego Air & Space Museum, and with the proper approval, then this property may be sold subject to the following guidelines:

1. Goals of sales:

Recognizing the responsibility for preserving aviation heritage, the President/CEO is authorized to complete arrangements for the sale to a selected bidder who appears most likely to provide the best care and make the most appropriate research, educational, or exhibit use of the material(s).

2. Ethics of sales:

There shall be no sales of materials to employees, volunteers, Board of Directors, or to their representatives, unless at public auction.

3. Public sales and auctions:

Sales to the public will be advertised as widely as possible.

4. Application of proceeds:

All funds received from the sale of accessioned objects/artifacts, net of selling costs, shall be allocated to collections purchase and conservation programs.

5. Museum store:

No artifacts will be sold by the Museum Store except books, aviation periodicals, or other materials considered in excess to the Library & Archives collection. Funds from the sales of deaccessioned items shall be allocated to the Library & Archives collection care and acquisition. Only the sales of unaccessioned items shall be used for the Library & Archives general operating expenses.

6. Restored aircraft:

Any aircraft, engines, or parts restored or modified by the San Diego Air & Space Museum may be sold only to purchasers who agree that they will be used for static display purposes only and not for flight.

5.2.4 Approval authority

The purchase, sale, or exchange of materials will require approval by the Executive Committee if the appraised value of the item(s) being considered exceeds \$25,000.

Purchases, sale, or exchanges under \$25,000 is approved by the Museum President/CEO.

While the Board of Directors bears final responsibility for the collection, including the acquisition and disposal process, the SDASM staff and their associates are best qualified to assess the pertinence of an object to the Museum's collection or the Museum's programs. Only for clear and compelling reasons should an object be deaccessioned against the advice of the Museum's Curator and/or Archivist.

5.3 Records of collectibles disposal

A permanent record of all objects subject to deaccession shall be maintained and shall include:

- a. Conditions and date of transaction
- b. Name and location of institution, organization, or person(s) to which the object(s) is transferred
- c. Description and photograph (if available) of each object covered by the deaccession action
- d. Marking of the record to indicate date and disposition of the object, the authority for the action, and reference to the file containing the record of the transaction.

Section 6. LOAN POLICY

The San Diego Air & Space Museum may lend artifacts and other materials from its collections for exhibit or research purposes to any corporation, institution, or organization formed or carried on for educational or technical purposes, which will provide adequate care and security for the material. No loans will be made directly to individuals, and all loans must be approved by the Curator/Archivist as appropriate.

6.1 Criteria governing availability for loan

The following criteria shall govern availability for any loan:

- a. Borrowing agency must be a legitimate technical and/or educational institution or organization. In rare cases, materials may be placed on loan to government agencies, community businesses, or non-profit organizations for temporary exhibit or special events that benefit the Museum.
- b. Objects on exhibition at this Museum shall not be removed for temporary exhibition elsewhere, unless prior approval by the President/CEO is obtained.
- c. Objects shall not be loaned if they are of such importance, rarity, and/or fragility that they must not be exposed to any danger or loss by removal from the Museum.

6.2 Loan conditions

All loans shall be subject to the following regulations, and no loans shall be made where these rules cannot be followed:

Borrower must insure the objects to the full amount specified by the San Diego Air & Space Museum, from domicile to domicile, specified with the best available insurance coverage.

Borrower must arrange and pay for shipping in both directions, by methods approved by the San Diego Air & Space Museum.

Material placed on public exhibition must be in locked or otherwise secure cases, or, when large objects are involved, so displayed as to provide maximum security.

Only adequately trained personnel shall be permitted to handle, move, or pack objects.

No loaned object may be altered, embellished, or dismantled in any way.

Borrowed objects may not be used for any commercial purposes whatever without specific permission in writing from the San Diego Air & Space Museum.

No borrowed objects may be further loaned by the borrower or otherwise transferred without permission of the San Diego Air & Space Museum.

Packing for return shipping must be in the same manner as the original packing.

Borrower may be required to pay for packing at the San Diego Air & Space Museum by methods and personnel chosen, or approved by the Museum.

The San Diego Air & Space Museum may require that loans be accompanied by a staff member, both outgoing and incoming, and that unpacking, mounting, dismounting, and re-packing be done under supervision of a staff member of the San Diego Air & Space Museum at borrower's expense.

The San Diego Air & Space Museum reserves the right to charge a loan fee commensurate with the cost to the Museum of preparing and providing materials from its collections for the loan. In each such case, the fee shall be part of the loan agreement.

Incoming loans to the San Diego Air & Space Museum shall be accepted by the Curator or his representative only. Loans will be used for purposes of exhibition or current research only. No indefinite or long term loans shall be accepted unless authorized by the Board of Directors in the case of extremely important objects or collections. The San Diego Air & Space Museum will not normally store materials belonging to others that are not required for exhibition or ongoing research.

Appropriate forms shall prescribe the procedure and conditions for outgoing and incoming loans. A complete record of loan transactions shall be maintained.

Section 7. ACCESS TO COLLECTIONS

7.1 Research and Study

Collections of the San Diego Air & Space Museum shall be accessible for legitimate research and study by qualified, responsible historians, academicians, museum professionals, writers, and other professional researchers. Accessibility will be subject to any and all procedures necessary to safeguard the objects and the restrictions required by limitations of normal operating hours, exhibition requirements, study space, and availability of facilities and staff. Staff members only will be permitted to select and remove artifacts from collections storage. Access to non-public areas of the Museum will be tightly controlled, and visitors will be escorted/observed by appropriate staff members or volunteers at all times.

The Library & Archives actively encourages use of the Museum's research materials to continue the public's education of aviation and space history and technology. The Library & Archives is open to Museum staff, volunteers and docents, Museum members, Board Members, and general researchers.

7.2. Records Access

All catalog, accession, and archival records that are property of the Museum will be treated as public information within the following restrictions:

Requests for anonymity by donors will be honored, but only if this does not obscure the provenance of the artifacts.

Individuals requesting access to acquisition records must so state the purpose of their inquiries. Access will be limited to legitimate and legal inquiry. The Museum is under no obligation to facilitate random searches that may be for purposes of monetary gain.

Subject to approval by the Archivist, archival material may be accepted with restrictions on access, when such restrictions are necessary to protect individuals or communities from harm or distress that might be caused by public disclosure of the contents of the documents. All restrictions must conform to accepted standards for public archives and must include reasonable termination dates.

Costs of reproducing documentary materials and photographs will be charged to requestors. No distinction in such charges shall be made on the basis of the value or rarity of the original materials. Methods of reproduction may be limited if necessary to protect the originals from damage.

Royalties or reproduction fees will be charged when deemed appropriate.

Conditions related to copyrights and royalties will be observed for reproductions and credit given to the San Diego Air & Space Museum as source.

Additional information can be found in the *Library & Archives Collection Development Policy* (Appendix A.).

Section 8. EXHIBITIONS

8.1 Definition

An exhibition is the process of presenting one or more objects with accompanying interpretive and educational materials for the purpose of informing, inspiring, and enlightening a defined audience. This kind of presentation is an appropriate use of museum collections and an integral part of the Museum's mission.

8.2 Primary responsibilities

The Museum's primary responsibility for exhibitions is the use of the collections for disseminating new information. The Museum is obligated to ensure that information in exhibitions is honest, objective, and accurate.

8.3 Exhibit guidelines

The Museum selects exhibits based on merit and scholarship. Exhibitions should adhere to the concepts of public service and education while subscribing to standard practices in the museum field. The Museum does not authorize certain kinds of exhibitions. The following represents the kinds of exhibitions that are considered unacceptable:

Exhibitions that publicize or promote commercial products or services
Exhibitions that willfully, with malice aforethought, impugn the reputation of any person
Exhibitions that do not support the notion of human dignity
Exhibitions that threaten the health and safety of the Museum personnel or visitors
Exhibitions that are intended to promote and/or enhance a particular religious belief, attitude, or dogma
Exhibitions that express personal political beliefs
Exhibitions that intentionally or unintentionally promote an attitude of prejudice against any person or persons
Exhibitions that perpetuate myths or stereotypes viewed as negative or demeaning to a people, race, gender, religion, or ethnic group
Exhibitions that compromise the artist's or scholar's rights

Section 9. REVIEW OF POLICY

This policy statement will be reviewed every five years by a multi-disciplined Museum committee appointed by the President/CEO of the Museum. Proposed revisions will be taken to the Board of Directors for approval.

Section 10. PUBLIC DISCLOSURE

This statement of collection policies will be furnished to all Board Members, staff, and volunteers of the San Diego Air & Space Museum. Upon request, this policy will be given to the press, other organizations, borrowers, and potential donors to the Museum.

Section 11. REVISION NOTE & APPROVAL

This policy is a revision of the *San Diego Aerospace Museum Collection Policy*, August 1999, and was approved by the Museum Board of Directors on June 28, 2007.



APPENDIX A

LIBRARY & ARCHIVES COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT

The mission of the Library & Archives at the San Diego Air & Space Museum is to identify, acquire, preserve, and make available for research published, documentary, and visual materials that chronicle the development of aerospace technology and experience.

The Library & Archives supports the Museum's curatorial, education, restoration, and administration staff, corps of volunteers, Museum members, outside researchers, students, aviation enthusiasts, and other aerospace museums and libraries around the world.

PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

The Library & Archives Collection Development Policy contains the policies relative to the selection, retention, and withdrawal of library and archival materials in accordance with the Museum's Collection Management Policy.

The purpose of the collection development policy is:

To inform the public of the philosophy of collection development and the policies involved in the process.

Provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the Museum.

To establish a framework for continuous collection evaluation and development

The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

COLLECTION DESCRIPTION

The Library & Archives serves as repository for several types of historical and contemporary publications and records on aviation and space history. The main focus of the collection is aviation-related materials with an emphasis on those aerospace vehicles, events, individuals, and corporations associated with Southern California with a special focus on the San Diego area. The major types of holdings are described below:

Books: The Library contains more than 25,000 books in its collection arranged according to the Library of Congress.

Periodicals: The Library maintains a collection of aviation magazines and serial publications dating back before the Wright Brothers. The Library holds more than 500 titles dealing with military and civil aviation and aerospace.

Still Images: The Archives has more than one million images of aircraft, personalities, events, equipment, and places of historical importance to aviation and aerospace. Prints, negatives, and slides are included in the collection.

Technical Manuals: Manuals are publications on the technical aspects of an aircraft that have been prepared for pilots and personnel. The Library & Archives currently holds more than 8,000 manuals, encompassing commercial, civil and military, foreign, and domestic aircraft and components.

Rolled Drawings: The Archives has various types of drawings, including blueprints, vellums, and line art, of aircraft, power plants, and related items.

Documents: The Archives has a very large collection of unpublished manuscripts, reports, letters, and memoranda related to aviation history.

Film and Audio Archives: The Archives has thousands of feet of never-before seen aviation footage from all over the world, as well as hundreds of commercial videos and digital media.

Log Books: The Archives has more than 200 flight log books from 1902 to today, including logs of some of history's most noted aviators.

Special Collections: The Archives' special collection consists of both personal and organizational papers from Ryan Aeronautical, Consolidated/Convair, Pacific Southwest Airlines (PSA), Charles Lindbergh, T. Claude Ryan, Reuben H. Fleet, Jacqueline Cochran, and others.

The Museum's collections are held in trust for the public; every reasonable attempt will be made to keep significant materials accessible and to maintain the highest ethical standards in the preservation and interpretation of its collections. The Museum assumes complete and unrestricted title to items accessioned into the permanent collection. The care and safety of collections shall be the responsibility of the Museum.

METHODS OF ACQUISITION

The Library & Archives acquires materials mainly through donations. In some cases, materials may be purchased or received on loan. All acquisitions are accessioned in accordance with the Museum's Collection Management Policy.

Gifts

Outright gifts from individuals and outside organizations is the preferred method of acquisition and all potential donations will be screened in accordance with the selection and retention criteria listed below. The Library & Archives reserves the right to refuse gifts that do not conform to this policy or are inconsistent with the mission of the Museum; the Library & Archives will accept no collection(s) permanently closed to users.

Gifts will be accepted and added to the collection only if they:

1. Relate to the collecting agenda or education program as outlined in this collection policy
2. Enhance the quality and usefulness of the collection
3. Are in very good to fine condition
4. Do not pose any preservation hazards (e.g., mold, insect infestation, dampness, etc.)

Registration of donations will be performed by the Museum's Registrar upon the material's arrival. A deed of gift, which transfers ownership of the collection to the Museum and testifies to the rights and obligations of both parties, shall be prepared by the Registrar for all materials donated to the Museum. The deed of gift shall be signed by the donor and the Curator/Head Archivist or their designated representatives.

Gifts to the Library & Archives are considered outright donations to be used in the best interest of the Museum and the public. Donations become the sole and irrevocable property of the Museum. Usually, accepted gifts are considered extremely important or the best historical resources available at the time acquired. However, no individual or institution can predict or govern the changing attitudes of future generations, nor guarantee permanence beyond the best available preservation procedures. The Library & Archives reserves the right to re-evaluate and reappraise historical material in its holdings and to deaccession them when appropriate.

Items weeded from collections during processing, due to duplication, irrelevance, limited use, or deterioration, will be offered to the original donor or his agent if so requested at the time of donation. If the donor wishes not to reclaim the material or cannot be located, the Library & Archives reserves the right to offer the material to other depositories or dispose of the items.

Loans

Materials may be accepted from individuals or outside organizations on a pre-determined, short-term basis when offered to or requested by the Library & Archives for the purpose of research or duplication. Due to possible legal issues, each loan must be personally authorized by the Head Archivist.

Purchases

Although outright gifts are the preferred mode of acquisition, the purchase of collections may occasionally be desirable. All materials purchased for the Library & Archives must be approved by the Museum President/CEO up to \$25,000 and by the Board of Directors over \$25,000.

SELECTION AND RETENTION CRITERIA

Materials should be pertinent to the broad mission of the Museum. Not all materials warrant permanent archival preservation. To determine which materials should be acquired or retained, the Library & Archives staff will use the following criteria:

- a. Relevance to present or potential Museum mission and requirements
- b. Relation to the collection and other publications on the subject, including duplication of materials already in the collection and the importance of informational or evidential value

- c. Reputation and/or significance of the creator, including publications written by current or former Museum staff
- d. The legal rights of the donor to place the records in the Archives
- e. Compliance with copyright standards
- f. Condition of the material
- g. Availability of resources required to make the material available for research in a reasonable period of time
- h. Availability of preservation resources, such as storage space, copying and conservation, staff time, etc.
- i. Extent and terms of any restrictions to access
- j. Availability of the material from other sources, such as local libraries, historical organizations, and document repositories

Storage Requirements

All items accessioned into the Museum collection will be physically and permanently stored at the museum, unless off-site storage is required. Additionally, items of similar format, composition, or physical dimensions are stored separately in order to maximize space, preserve the materials, and offer more efficient reference and access. However, the total space for the collection is limited, and any new accession decreases this available space.

The Museum encourages all acquisitions, whether big or small, that enrich and expand the opportunities for education and research. It must be understood that every acquisition “taxes” a proportion, or constitutes a percentage, of total space. Small to medium size acquisitions are generally manageable. Acquisitions of a disproportionately large volume, dimension, or size must be given special consideration as to its informational, evidential, intrinsic, and historical value, and how much relevance it has to the museum’s purpose. In such as case, the donor may be requested to help raise the funds to provide the adequate storage necessary for housing the items. The Museum may acquire the collection with the reasonable intent of expanding the area available for adequate, permanent archival housing, with or without the donor’s assistance.

Preservation Requirements

Preserving aerospace history and making these materials available for exhibition and research is central to the Museum’s mission. The Museum has the responsibility to make every reasonable effort to preserve the items in its collection. Preservation requires staff, time, effort, workspace, and money. Therefore, any item, beyond standard preservation treatment, that requires significant, unusual, difficult, or costly preservation measures must be proportionate to its intrinsic, evidential, informational, artifactual, or historical research value.

Storage should be adequate to preserve the Library & Archives collections, which includes proper or suitable environmental control (temperature, humidity level, ventilation, free from exposure to unfiltered light, pests, and pollutants), protectors (acid-free boxes, folders, sleeves)

in order to slow the processes of deterioration, security (locked doors and fire alarms), and a disaster plan that encompasses all holdings.

Value

No employee, board member, or volunteer of the San Diego Air & Space Museum shall provide a monetary appraisal for any purpose, including the establishment of the tax deductible value of gifts offered to the Museum. However, all acquisitions will be appraised for their physical condition and their potential to yield exhibition, educational, archival, and research value to the community.

Intrinsic value means that the original document or artifact loses its integrity should it undergo modification. A newspaper clipping, originally produced on ephemeral paper not meant to last, will not lose its integrity should the contents be photocopied onto a plain-stock paper media. However, if the news clipping had been pasted onto a page in a scrapbook by the original creator or collector, removing that clipping would cause the scrapbook itself to lose intrinsic value.

Artifactual value is determined by an artifact's historic construction, purpose, use, and cultural meaning as a tangible object. A written document, constructed entirely of words on some form of paper, may have artifactual value due to its historic setting, physical location, transportation, or modification created by historic processes.

Informational value refers to the information, descriptions, or details of any document that can be abstracted intellectually or duplicated. The artifactual or physical components have lesser significance.

Evidential value is the official, legal, authoritative, or definitive documentation of an act or policy by a unique organization, department, agency, or government. Portions of personal papers or business records may also provide evidential value.

Historical research value broadly implies that a part of history may be accurately understood or reconstructed based on the information, description, uniqueness, and original integrity of the document or artifact; it may also imply that the item has the potential to contribute significantly to historic research. An item that lacks context chronology, a clear provenance, and original integrity has low research value if other easily-available documents would provide the same information.

In addition to the research or preservational value of incoming materials, physical condition must be assessed in order to determine their handling and archiving needs, and against which is measured their potential exhibition, educational, or research value.

Reference, Access, and Use

Acquisitions ideal to the Library & Archives collection are those that will be processed within a reasonable time, have unrestricted access, can be handled without causing damage or deterioration, and have the potential to be used on a regular basis. We also accept large or bulky

collections, delicate or fragile materials, or rare documents and artifacts provided that they may be of some value to the Museum and to patrons. Special considerations must be given to materials that are difficult to handle, in a destructive physical condition, difficult to read or view, or require environmental conditions the Museum is not able to adequately provide.

The Museum presumes that any acquisition comes without any restrictions, conditions, or encumbrances. Donations bearing restrictions must be reviewed on a case-by-case basis and must be brought to the Head Archivist for approval before the materials are to be permanently accessioned into the Museum's collections.

The Museum encourages the acquisition of artifacts and documents that can be safely exhibited or displayed to the general public without potentially causing harm or hardship to these or other materials or to museum visitors and staff.

It is the Museum's intention to make any and all Library & Archives holdings available to the general public for research purposes. Materials with limited access and use potential must have reasonable justification for becoming part of the Museum's holdings.

Reference availability to materials held by the Library & Archives will be open to the public. Normal access will be Tuesday through Friday from 10:00 am to 4:00 pm. Reference service will be provided by staff members. Staff will treat all patrons equally and with courtesy. Staff will offer help with the use of Aerocat (online catalog), finding aids, and materials location but no research help unless the patron is willing to recompense the L&A for staff time.

Languages

English language materials predominate. French, German, Italian, Polish, Russian, Japanese, and Spanish are also represented.

DISPOSAL OF ACQUIRED MATERIAL

Objects which do not contribute to the purpose and goals of the San Diego Air & Space Museum are subject to removal from the collection, unless stipulated otherwise by the donor in writing. Any material selected for deaccessioning shall be reviewed and approved by the President/CEO for an appraised value up to \$25,000. The Board of Directors must approve materials that exceed an appraised value of \$25,000.

In some cases, it may be necessary or desirable to remove material from the Library & Archives holdings or to dispose of unprocessed donations. Disposal of donated material must follow the disposal instructions that were determined during the accessioning process if applicable.

When considering any object or objects for disposal, all members of the Library & Archives Team will reach agreement on the decision with advice where required from experts. All sources available to the Head Archivist will be sought in the decision making process, including object history information, donor information, and primary material within the collection. Advice may

also be sought from a number of other professional staff at the Museum, including colleagues from the Curatorial Team and the President/CEO.

All disposals must conform to current professional standards and best practices. Preference will go to keeping archival materials in the public domain. In certain circumstances it may be appropriate to offer objects for sale.

The Library & Archives differentiates between archival materials and library books/periodicals when considering disposal of materials. See below for example criteria:

Archival Materials

Personal and corporate papers:

- Donor contacted
- Transfer to another institution for preservation and research
- Sale/trade to similar institution

Photographs:

- Donor contacted if known
- Transfer to another institution for preservation and research
- Sale/trade to similar institution
- Duplicate images sold to public

Film/Audio Recordings:

- Donor contacted if known
- Transfer to another institution for preservation and research
- Sale/trade to similar institution

Ephemera:

- Donor contacted if known
- Transfer to another institution for preservation and research
- Sale/trade to similar institution
- Sale to public

Library Materials

Books and Periodicals:

- Sale/Trade to similar institution
- Sold in Museum store or online
- Offer to public through special events (model expos, December Nights, Free Tuesdays, etc.)

Rare and/or autographed books:

- Sale/Trade to similar institution
- Public auction

Technical Manuals

- Transfer to another institution for preservation and research
- Sale/trade to similar institution
- Sale to public

All funds received from the sale of deaccessioned materials shall be allocated to the Library & Archives collections care and acquisition.

COLLECTION MAINTENANCE

Weeding

The Library & Archives staff reviews the collection on an ongoing basis with the goal of maintaining the quality and vitality of library resources. Weeding is the withdrawing of damaged, worn, missing, dated, duplicated, or obsolete materials from the collection, a process which is an integral part of collection development and maintenance. In general, the same criteria apply to weeding as apply to the selection of new materials. Selection of materials for disposal is based on the following criteria:

- Superseded editions
- Materials worn out from handling
- Duplicate copies of seldom used books and periodicals
- Materials which contain outdated or inaccurate information and are not of historical value.
- Materials that are not within the Library & Archives' collecting scope
- If despite the best efforts at preservation, an item has physically deteriorated beyond conservation and usefulness
- If the item poses a preservation hazard to other material (e.g., active mold, insect infestation, water damage, etc.)
- If another copy of the same edition is acquired that is in better condition, and is a more favorable candidate for long-term preservation storage.

CONFLICT OF INTEREST

No staff members and volunteers may acquire or purchase library or archival materials covered by the mandate of the Library & Archives, including unprocessed donations. In addition, to ensure equal access, the use of all unprocessed or otherwise restricted materials by staff members or volunteers for personal research purposes shall be approved by the Head Archivist on a case-by-case basis.

POLICY AUTHORITY

This policy has been developed by the Library & Archives Team, all of whom are qualified museum professionals with knowledge of museum best practices and a strong knowledge of the subject of the collections. This policy will have the authority of the Museum's President/CEO

and will be signed off by the Board of Directors. This Collection Development Policy shall be reviewed annually.

Last revised: March 3, 2009.

Appendix B. **DEFINITIONS**

Accession

The formal acceptance into custody of an acquisition, and the recording of such act.

Accession number

The unique number assigned serially to an accession.

Accessioning

Accessioning is the process that is initiated by the transfer of clear title, and that officially incorporates objects into the permanent collections of the Museum, or the registration of objects held-in-trust for governmental agencies.

Acquisition

Acquisition is the process of acquiring an object or collection for the collections through donation, fieldwork or research, purchase, transfer from or exchange with another institution, or bequest.

Archival

Archival implies that the practices and products used are suitable for preservation purposes.

Archivist

A person professionally educated, trained, experienced, and engaged in the administration of archival materials, including the following activities: appraisal and disposition, acquisition, preservation, arrangement and description, reference service, and outreach.

Artifact

An object produced or shaped by human workmanship or, possibly, natural object deliberately selected and used by a human being.

Board of Directors

The governing body of the Museum. The Board members, who are unpaid volunteers, are the policy-setting authority assigned and accepting the ultimate fiscal and fiduciary responsibility to maintain and enhance all aspects of the institution, including collections, operations, services, and financial stability.

Cataloging

Creating a full record of information about an object, cross referenced to other records and files; including the process of identifying and documenting these objects in detail.

Collectibles

Any article or material item that falls within the scope and description of this collection policy.

Collection care

The responsibility and function of an institution with collections that involves developing and implementing policies and procedures to protect the long term integrity of artifacts and materials, as well as their associated data and documentation, for use in research, education, and exhibits.

Collection management

The responsibility and function of an institution that fosters the preservation, accessibility, and utility of their collections and associated data. The management process involves responsibilities for recommending and implementing policy with respect to: artifact acquisition, collection growth, and deaccessioning; planning and establishing collection priorities; obtaining, allocating, and managing resources; and coordinating collection processes with the needs of curation, preservation, and specimen use. These responsibilities may be shared by collection managers, subject specialists, curators, and other institution administrators.

Conflict of interest

Any action or behavior on the part of the governing body, administration, staff, students, or volunteers, as an individual or group, that competes with the institution, or takes advantage of their position or privileged information for personal gain.

Conservation

Maximizing the endurance of or minimizing the deterioration of an artifact or material through time, with as little change to the item as possible.

Curation

The process whereby artifacts are identified and organized according to discipline-specific recommendations using the most recently available scientific literature and expertise. A primary objective of this process is to verify or add to the existing documentation for these artifacts, and to add to knowledge.

Custody

Responsibility for the care of materials based on their physical possession. Custody does not always include legal ownership or the right to control access to records.

Comparative collection

A comparative collection is a group of objects consisting of representative materials within a collecting division that is used for identification, reference, and educational purposes. Access to this collection is less restrictive than for the research collections.

Curator

A person professionally educated, trained, experienced, and engaged in the administration of artifacts, including the following activities: acquisition, processing, preservation, exhibition, publication, and supervision of all activities directly related to the collection.

Deaccessioning

Deaccessioning is the formal process by which an object is removed permanently from the Museum's holdings. Records of a deaccessioned object remain with the Museum along with documentation of its disposal.

Deed of Gift

A signed written instrument containing a voluntary transfer of title to real or personal property without a monetary consideration. Deeds of Gift frequently take the form of a contract establishing conditions governing the transfer of title and specifying any restrictions on access or use.

Deterioration

Change in degradation of an artifact/material's physical or chemical state.

Direct care

All activities that relate to the immediate care, preservation, documentation, and maintenance of collections, including collections conservation, curation, and management as defined in this document.

Disposal

Disposal is the method used to remove physically a deaccessioned object from the Museum. Disposal is through transfer, exchange, sale, or destruction.

Donor

A person or organization who has given materials to a museum.

Exhibit

Display of original documents and artifacts or copies used for educational and cultural purposes. A presentation of ideas with the intent of educating the viewer.

Exhibition

Consists of several separate exhibits or large objects, and deals with a broad, rather than a narrow subject.

Integrated pest management (IPM)

The selection, integration, and implementation of pest management methods based on predicted economic, ecological, and sociological consequences; also defined as a decision-making process that helps one decide if a treatment is necessary and appropriate, where the treatment should be administered, when treatment should be applied, and what strategies should be integrated for immediate and long term results.

Inventory

The physical verification of the presence, location, and condition of the objects for which a museum has assumed responsibility.

Loans

Loans are temporary assignments of collection objects from the Museum (outgoing loans) or temporary assignments of objects to the Museum (incoming loans) for stated museum purposes such as exhibition, research, or examination for possible donation or purchase.

Maintenance

Routine actions that support the goals of preservation of and access to the collection such as monitoring, general housekeeping, providing appropriate storage and exhibition conditions, and organizing a collection.

Materials

Used to collectively describe artifacts, books, and archival items.

Mission

Mission is the purpose, expressed in a written statement, that establishes direction and goals with respect to subject matter, time, location, and function(s) of a museum.

Museum collections

The body of objects and documentation accepted and held-in-trust by the Museum for research and interpretation.

Objects

Used to collectively describe artifacts, books, and archival items.

Personal collection

Accumulating a collection on a personal basis in an area associated with the employee's museum-related duties.

Personnel

Collectively the Board of Directors, staff, volunteers, and committee members.

Preservation

Actions taken to retard or prevent deterioration or damage to collections materials by control of their environment and/or treatment of their structure in order to maintain them as nearly as possible in an unchanging state.

Registrar

The registrar is an employee of the Museum, with full and permanent status, who is responsible for organizing and maintaining orderly forms, legal documents, files, and retrieval systems associated with the acquisitions, accessions, cataloging, loans, packing, shipping, inventory, insurance, and housing pursuant to the care, custody, and control of collections in perpetuity.

Repository

A collection administered by a nonprofit public or private institution, that adheres to professional standards for collection management and care to ensure that specimens acquired will be professionally maintained and remain accessible for future use.

Stabilization

Treatment of an artifact/material or its environment in a manner intended to reduce the probability or rate of deterioration and probability of damage.

Staff member

Paid employees of the Museum who assist with its functions.

Transfer

The act involved in a change of physical custody of records, archives, and artifacts with or without change of legal title. (2) records, archives, and artifacts, so transferred.

Visitor

A visitor is any individual, or group of individuals, not directly affiliated with the Museum that is on-site to interact with museum staff and/or to utilize the exhibits, programs, or collections of the Museum.

Volunteer

People who donate their time and expertise to pursue the goals of the museum. Also included are Board Members. Volunteers and Board members are also subject to the Code of Ethics of the Museum.

Appendix C

ASSET PURCHASE AGREEMENT

THIS ASSET PURCHASE AGREEMENT ("Agreement") is entered into by and between San Diego Air & Space Museum, a California non-profit corporation ("Seller"), and _____, ("Buyer"). Seller and Buyer are also referred to in this Agreement individually as "Party" or, collectively, as the "Parties".

WHEREAS, Seller is the owner of the following aircraft, also referred to in this Agreement collectively as "_____":

1. **Aircraft type and serial number**
2. **Said aircraft is in non-flyable condition and Seller makes no representation that said aircraft can be returned to flyable condition and that Seller desires to sell the aircraft "as is" and where is"**

WHEREAS, Buyer wishes to purchase assets from Seller;

WHEREAS, Seller and Buyer desire to enter into this Agreement to memorialize the terms of the purchase and sale of _____.

NOW THEREFORE, for the consideration herein described along with the mutual benefits and covenants contained herein, the parties agree as follows:

1. PURCHASE PRICE. Seller agrees to sell _____ to Buyer and Buyer wishes to purchase _____ from Seller for the sum of _____. The parties agree and it is expressly understood that the assets is/are sold "as is" and "where is" without representation as to airworthiness of the aircraft.

2. EFFECTIVE DATE. The parties agree that the sale and purchase of the _____ asset shall take place sometime prior to _____. Seller shall render title and possession of _____ to Buyer upon receipt of payment in full of the purchase price. Buyer agrees that upon receipt of title from Seller, he shall cause aircraft to be promptly recorded with the FAA.

3. INDEMNITY. Buyer hereby agrees to indemnify and hold Seller harmless from any and all loss, damages, claims, demands, liabilities, judgments, liens, encumbrances, and any and all costs, fees and/or expenses of whatsoever kind and character arising out of or in connection with the obligations herein made and undertaken by Buyer including, but not be limited to obligations imposed by law for public liability, property damages and injury or death of persons. This indemnity agreement shall be interpreted so as to comply with and be enforceable under California Civil Code Section 2782.

4. TITLE. Seller agrees to transfer all of its right and interest in the _____ to Buyer without warranty. Seller is informed and believes that no liens or encumbrances currently exist against the aircraft in the _____ and Seller agrees that it will cause no new lien or encumbrance to be permitted prior to the transfer of the _____ to Buyer. However, Buyer agrees that no further representations or warranties as to the title of _____ are made by Seller. Buyer is advised to do his own independent title search in order to assure himself of clear title.

5. COMPLIANCE. Buyer agrees to comply with all applicable Federal and State laws, Code and Regulations applicable to the _____ purchases and registration.

6. NOTICES. Any notices to be given hereunder by either party to the other shall be in writing and may be transmitted by personal delivery or by first-class mail, postage pre-paid. Mailed notices shall be addressed as follows:

Seller:

Buyer:

Either party may change the above address by written notice in accordance with this section. Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of the date of mailing.

7. ARBITRATION. Any dispute(s) or differences(s) which arise during the course of this Agreement and which either involve its interpretation or meaning, or relate to performance required hereunder shall be submitted to and resolved by binding arbitration; provided, however, that the parties are not waiving and are expressly reserving their right to seek injunctive relief by judicial process. Nevertheless, the parties may, by subsequent consent, agree to submit requests for injunctive relief to an arbitrator or arbitration panel. If either party shall, in the opinion of the other party, be in breach of or default in the performance or observance of any term or condition of this Agreement, the non-defaulting party shall notify the defaulting party in writing of such fact, and the defaulting party shall have ten (10) days from the receipt of such notice to remedy or correct such breach or default. If the non-defaulting party asserts that the breach or default has not been timely and properly cured, it may commence arbitration as described herein and ask the arbitrator to deem this Agreement terminated and/or grant such relief as is shown appropriate. In the event the parties are unable to agree upon an independent arbitrator to hear and resolve their differences (hereinafter the "Dispute"), then the matter of the selection of an arbitrator shall be decided upon petition to the presiding judge of the San Diego County Superior Court who shall appoint as the arbitrator a retired judge who has previously held a judicial office at the equivalent of the Superior Court, or higher, within the State of California. The Arbitrator shall have the full and absolute authority to interpret this Agreement, to deem conduct by the parties as either in compliance with or in breach of this Agreement, to terminate this Agreement, and (if a breach is found) to award appropriate damages or relief. The Dispute shall be settled in accordance with then existing substantive law and, to the fullest extent possible, with California substantive law. While evidence may be accepted, omitted, considered or excluded in the discretion of the Arbitrator, the Arbitrator shall be bound by the California rules of evidence and

by the California Arbitration Act (CCP 1280 et seq.). The final decision of the Arbitrator shall be served on the parties, in writing, within twenty (20) days after conclusion of the arbitration hearing. The Arbitrator's decision shall be binding and conclusive. Neither party shall pursue, prosecute or otherwise file any legal action or proceeding (other than to seek injunctive relief as described above). Except as provided in CCP 1286.2, no appeal shall be taken from the Arbitrator's decision or from any subsequent court order confirming said decision. The parties shall equally advance the costs incurred by arbitration. The Arbitrator, however, shall have the discretion to award such costs as well as attorneys' fees to the party prevailing in the arbitration proceedings.

8. ATTORNEY FEES. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs and necessary disbursements in addition to any other relief to which that party may be entitled.

9. SOLE AND ONLY AGREEMENT. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the terms and conditions of this Agreement and contains all of the covenants and agreements between the parties with respect to this contract. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements orally or otherwise, have been made by any party or anyone acting on behalf of any party, which are not embodied herein and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding on either party. Any modification of this Agreement shall be effective only if it is in writing and signed by both parties.

10. WAIVER. The failure of either party to insist on strict compliance with any of the terms, covenants or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all and any other times.

11. INVALIDITY. If any provisions in this Agreement are held by a court of competent jurisdiction, or an arbitration pursuant to the above arbitration paragraph, to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

12. CHOICE OF LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

13. COUNTERPARTS. This Agreement may be executed in two or more counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed and delivered as of the date set forth above.

DATED this **day of** , **2007**.

SELLER:

BUYER:

San Diego Air & Space Museum

By: _____
James G. Kidrick, President

By: _____