
This policy statement governs the acquisition and disposal of materials in the Delta Flight Museum Collection. The Collection Policy is next due for review by the Museum Board of Trustees in 2021.

1. Background

1.1 Why have a collection policy?
To assist the Delta Air Transport Heritage Museum, Inc. (dba Delta Flight Museum, hereafter referred to as “the Museum”) in building a strong collection and developing good procedures for its collecting practices. The Museum cannot accept everything that is offered, or collect everything that is available, due to space limitations, duplication with other museums or the appropriateness and worth of the item.

1.2 Aim of a collection policy
A collection policy assists in identifying the general aim or purpose of the Museum. It should be written, so that it can be referred to in the future. This provides continuity of purpose to the Museum.

A collection policy imposes limitations on what is to be collected. These limitations should be clearly spelled out through the expression of defined or specific objectives. These objectives may comprise:
   a) A distinctive theme of the collection.
   b) Variation in the displays and flexibility of presentation of the theme to the public.
   c) Conditions for an item’s acceptability based on space limitation, appropriateness, worth or historical significance to the museum, history of the item (its provenance), and physical characteristics and physical condition of the item given its worth and the ability of the museum to care for the object.

Not all items offered to the Museum are necessarily significant, although significance does not depend on monetary value. An item’s significance is enhanced by:
   a) its documented history,
   b) its place in the past, and
   c) its physical condition.

The Museum should endeavor to make every effort to accept only those items that fit its collection policy and for which the Museum is able to care.

2. The Collection

2.1 Definitions
The Delta Flight Museum Collection (hereafter referred to as “the Collection”) was established to enable the Museum to carry out its mission to collect, preserve, interpret and make accessible materials related to Delta Air Lines, Inc., its predecessors and subsidiaries, and airlines affiliated with Delta through merger or acquisition (hereafter collectively referred to as “Delta”).

An item is defined as being part of the Collection if, at the time in question:
   a) It appears in the Museum’s inventory as an individually numbered accession or as part of a group accession.
   b) It is held by the Museum and is scheduled to be accessioned.

Excluded from this definition are:
   a) Materials temporarily held by the Museum but not formally accepted for inclusion in the Collection.
   b) Materials loaned to or temporarily deposited with the Museum for exhibition or evaluation purposes.
   c) Items acquired for use solely as display “props” or decoration.

2.2 Delta Air Lines Corporate Archives
The Museum also manages the Delta Air Lines Corporate Archives which is the property of Delta Air Lines, Inc. and consists of official materials that have permanent administrative, legal, fiscal, and historical value. “Official Delta materials” include documentation in any form produced or received by any personnel of Delta or its subsidiaries while engaged in the conduct of official Delta business.

The Corporate Archives is maintained in the same physical space as the Collection, but should be kept intellectually separate from the Museum Collection in the accession files and database. In the event of the Museum’s demise, the Corporate Archives reverts back to the management of Delta Air Lines, Inc.

3. Collection Criteria
In the case of artifacts, this will generally be taken to mean those which are unique to, or developed by Delta, or where Delta was the principle and possibly first user of the item. Also significant are artifacts that are typical or strongly evocative of Delta’s corporate culture, or reflect ways in which Delta carried or carries out its business.

Manuscripts and personal papers created by people significant to Delta are collected, as well as corporate publications or records missing from the Delta Air Lines Corporate Archives.

Reference material with no direct connection with Delta is collected when it helps to record and interpret aviation history or provide context and care for items in the Collection.

3.1 Duplicates
In general the Museum will seek to collect and hold no more than two examples of any
particular item. Collection of more examples will be considered, however, in the following cases:

a) Where there is considerable scope for display or loan, especially in the case of materials related to the passenger experience.

b) Where there is scope for educational demonstration (particularly with personnel uniform pieces and accessories). These will be accessioned into the Collection and generally given the same level of care as any other item, they will be subject to lesser limitations on wear and tear, and regarded as ultimately expendable.

4. Acquisitions

The Museum acquires items for the Collection by purchase, gift, bequest or exchange. Principal donors include private individuals and organizations affiliated with Delta (notably current and former employees, contractors and vendors and employee family members). The Museum also collects actively from individuals and organizations not affiliated with Delta.

4.1 Conditions

A donation to the Collection is subject to the following conditions, which are listed on the Deed of Gift form signed by the donor to transfer property title to the Museum:

a) All objects accepted by the Delta Air Transport Heritage Museum, Inc. (dba Delta Flight Museum) become the property of the Delta Flight Museum. This gift is made without restriction, including display, preservation, retention or disposition of the property involved, either now or in the future.

b) The donor transfers to the Delta Flight Museum all rights and title to all copyright, trademark, and any related interests associated with this property involved, insofar as the donor holds them.

c) Due to limited storage and exhibition space, the Delta Flight Museum, Inc. cannot promise the permanent exhibition of any object.

d) Duplicate/stained/worn uniforms not suitable for exhibits may be placed into the Museum Education Collection for loan or wear.

e) The Delta Air Transport Heritage Museum, Inc. (dba Delta Flight Museum) is a nonprofit corporation under the laws of the State of Georgia and gifts made to the Delta Flight Museum may be tax deductible. Please consult your tax advisor concerning the deductibility of the gifted property.

f) Any items listed as “Non-Accessioned,” will not be added to the Museum Collection. Non-accessioned items will be (circle one and initial):

   __ RETURNED TO OWNER.
   __ DONATED BY THE OWNER. ITEMS WILL BE SOLD BY THE MUSEUM TO RAISE FUNDS FOR COLLECTIONS CARE.

   g) The donation of items listed in the inventory as “Non-Accessioned” is defined by the tax code as a gift of “unrelated use,” which affects the allowable tax deduction for these items. Please consult your tax advisor concerning the deductibility of gifted property.

4.2 Procedure

No employee, trustee or volunteer may acquire any item for the Collection on behalf of the Museum without notification of the Archives Director, in order to prevent duplication, damage or inadequate documentation in the Collection. Archives Director’s approval is not required for
acquisition of aircraft and related equipment. The Museum President has the authority to authorize purchase of items in all areas of the Museum’s collecting interest.

The addition of items to the Collection should be reported to the Museum Board of Trustees on an annual basis.

4.3 Title
The Museum will not acquire, whether by purchase, gift, bequest or exchange, any item unless the Museum can acquire a valid title to the item in question. Except in unusual circumstances, no collection or item will be accepted with restrictions. Any restrictions placed on a collection will be for a stated period; 5 years is suggested. Potentially sensitive material may require additional time.

4.4 Limitations on Collecting
The Museum recognizes its responsibility in acquiring material, to ensure adequate conservation, documentation and proper use of such material, and takes into account limitations on collecting imposed by such factors as inadequate staffing, storage and conservation resources.

4.5 Acquisitions not covered by the Collecting Policy
Acquisitions outside the current stated Collecting Policy will only be made in very exceptional circumstances, and then only after proper consideration by the Museum Board of Trustees, having regard to the interests of other museums.

5. Disposal
The Museum upholds the principle that there is a strong presumption against the disposal of material from the Collection. It is recognized, however, that disposal may be necessary in the event of deterioration, accidental damage or the discovery of accessioned items not appropriate to the Collection. For the purposes of this section, “disposal” means first deaccessioning an item from the Collection, followed by exchange, sale, gift, transfer to another institution or individual; or, in the case of an item too badly damaged or deteriorated to be of use, destruction. Decisions to dispose of items will not be made with the aim of generating funds. Any funds received from the disposal of objects shall be applied for the benefit of the Collection. This normally means the purchase of further acquisitions or improvements relating to the care of existing collections.

5.1 Procedure
The disposal of any item or group of items over $2,000 in value will require the specific approval of the Museum Board of Trustees, acting on the advice of professional staff.

5.2 Documentation
Full records will be kept of disposal decisions and proper arrangements will be made for the
preservation and/or transfer, as appropriate, of the documentation relating to the object concerned, including photographic records where practical.

5.3 Accidental Loss or Destruction
In the event of the accidental loss or destruction of any item over $2,000 in value from the Collection, the matter will be reported to the Museum Board of Trustees and the item deaccessioned from the Collection.

6. Amendments and Reviews
The Collection Policy is subject to review by the Museum Board of Trustees every five years. The date when the Collection Policy is next due for review is noted on page one. Any other review or proposed amendment will likewise be brought before the Museum Board of Trustees.

END