Guidelines for Museums

Website Information
Please check the accuracy of the information for your museum on the ISDUP website. Go to www.isdup.org and click on the “Museum” tab on the home page. You will then select “Satellite Museums” from the pull down menu. The screen shot of the web page below with “DUP Satellite Museum Directory” will pull up. You will search for the name of your museum and check the following information:

a. Museum address
b. Museum hours, days and hours

Please send corrected/update information to pioneermemorialmuseum@gmail.com, including the Company President’s phone number(s).

Contact Information On-Site
a. Person(s) posted on door with telephone number(s)
b. Inside have Museum Director’s name, phone, e-mail;
c. Company President’s name, phone, e-mail;
d. International e-mail, phone
e. EMERGENCY INFORMATION Police, fire, ambulance
f. Contacts within the organization
Legal Agreements -- What is the status of your building documentation?

a. If you own, do you have a copy of the deed to the building?
b. Legal papers if renting building
c. Legal agreement if utilities are paid for by city or other entity. Memorandum of Understanding (MOU) which is agreements between parties for care, use of, liability needs, option to renew lease, monument care etc.
d. Copies of all these documents should be on file at ISDUP

ISDUP Satellite Policies and Guidelines

These can be found on the ISDUP.org website under Satellite Museums and details the structure of the governing board of your satellite museum:

a. Museum Regulations
b. Museum Policies
c. Museum Governance
d. Operational Guidelines and Priorities

Collections Policy

a. We do not loan artifacts or take artifacts on loan
b. If items appear on your inventory, they should be onsite.
c. We do not deaccession; we have a sacred trust to donors
d. Be picky when you accept new items.
   Consider the following:
   1. Do we have room for the donation?
   2. Does the donor have legal right to donate it?
   3. How many similar items does the museum have?
   4. What is the condition of the item?
   5. Does the item demonstrate the lifestyle of pioneers or early community?

For New Artifacts:

a. Acquire a deed of gift with every new donation
b. Assign an inventory number
c. Accession and catalogue each new item (including photograph)
d. Send a thank you letter to the donor

Care and Handling of Artifacts -- (guidelines on the ISDUP. Org website)

a. Care and handling of artifacts should only be done by trained staff members under the supervision of the Museum Director.
b. Proper procedures for care and handling of particular artifacts are explained on the website.
c. The biggest threat to artifacts is handling them

Interpretation

Be enthusiastic about your collection and share the stories with visitors. Interpretation makes all the difference!
Mission Statement:

The mission of all Daughters of Utah Pioneers Museums is to collect, preserve, and display the artifacts belonging to the Utah Pioneers who settled the Territory of Deseret from 1847 to May 10, 1869, and additionally those artifacts which represent local community.

Our open storage policy and donor-based evaluation of artifacts establish collections that represent the entire pioneer community and serve as easily accessible educational/research facilities for both descendants and the greater community.

1. Ours is a donor-oriented facility. Our donors give to us so all their descendants will have an opportunity to view their family treasures at any time. We set the collection guidelines, then they – not we – determine if an artifact is of importance.

2. All descendants of any pioneer can gain better understanding of their ancestors through their personal keepsakes.

3. We interpret the lives of every pioneer, not just the religious or political elite.

4. We interpret the whole community with all its subtleties, complexities, and contradictions.

5. We serve as a repository for those who want their artifacts both preserved AND displayed.

6. The visitor determines what is important for him or her to see.

7. We serve as a visually accessible research facility for all.

8. Artifacts cannot be sold, loaned, or released to anyone, including previous donors or families. Our goal is to keep the objects in the geographic region in which they were originally used.