



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Code of Ethics – Appleton Museum of Art</b>	
<b>Page 1 of 3</b>	<b>Implementing Procedure For Policy # 6.26</b>
<b>Date Approved/Revised:</b> 5/03/11, 5/10/12, 3/3/20, 1/12/22, 10/24/22	<b>Division: President</b>

**Appleton Museum of Art**

The Appleton Museum of Art is owned and operated by the College of Central Florida; all employees of the Museum are employees of the College. The collections are owned by the College of Central Florida Foundation.

The Code of Ethics for the Appleton Museum of Art establishes procedures for staff and volunteers of the Museum, the District Board of Trustees for the College and the Board of Directors for the CF Foundation. These procedures ensure accountability in the mission and operations of the Museum and caretaking of the collections.

**Conflict of Interest**

Employees and volunteers of the Museum and the College, as well as members of the College of Central Florida District Board of Trustees and the CF Foundation Board of Directors will refrain from any business, personal or professional activity which is inconsistent, incompatible, in conflict with, or appears to be in conflict with, the interests of the Appleton Museum of Art. For example, no employees, volunteers, members of the College of Central Florida District Board of Trustees or members of the CF Foundation Board of Directors will provide appraisals of works of art, as this may be seen as a vehicle to facilitate the acquisition of said works of art for the Appleton Museum of Art and is, therefore, a conflict of interest. In addition, employees, volunteers, members of the College of Central Florida District Board of Trustees or members of the CF Foundation Board of Directors will refrain from accepting gifts or favors from artists and art dealers with which the museum is conducting business, as this may be perceived as a conflict of interest. They must avoid any action which might result in or create the appearance that employment at or relationship with the Appleton Museum of Art has been used for private or personal gain and they must always act in support of the Museum and not place at risk or compromise the Museum, the collections or the reputation of the Museum or College.

**Collections**

Employees and volunteers of the Museum and the College, as well as members of the District Board of Trustees and the CF Foundation Board of Directors are subject to the ethical standards of professional collections stewardship as outlined by the American Association of Museums. They will ensure that the Appleton Museum of Art Collections Committee makes recommendations to purchase, receive or decline works of art in accordance with the UNESCO and the Hague Conventions as well as the ICOM “Ethics of Acquisition”; that the Museum’s stewardship of its collections merits the highest level of public trust and includes the presumptions of rightful ownership, permanence, care, documentation, accountability, prudent management and

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, genetic information, veteran status or disability status and any other factors prohibited under applicable federal, state, and local civil rights laws and regulations in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this policy statement, the college will not tolerate such conduct. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be contacted at the Ocala Campus, 3001 S.W. College Road, at 352-291-4410 or [Compliance@cf.edu](mailto:Compliance@cf.edu).

reasonable accessibility; that acquisition, disposal and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials. Works in the Appleton Collection will not be lent to private individuals or non-museum affiliated institutions.

Collections in the custody of the Museum must support the mission of the Museum. Museum staff or volunteers may neither store or care for personal collections at the Museum, nor may research be conducted on these objects at the Museum.

Museum staff must practice professional standards for researching objects to ensure they are lawfully held, accounted for and documented. The acquisition and loan of objects in the care of the Museum must be conducted in a professional manner to ensure their protection and lawful transfer.

The care and exhibition of funerary objects and human remains are unique and respect for the special nature of these items must be considered.

### **Personal Collections**

It is understood that employees and volunteers of the Museum and the College, as well as members of the District Board of Trustees and the CF Foundation Board of Directors, may have an interest in collecting art. Personal collecting can have positive benefits and is encouraged. Nevertheless, employees and volunteers of the Museum and the College, as well as members of the District Board of Trustees and the CF Foundation Board of Directors, may not use their affiliation with the Museum to promote personal collecting activities or compete with the Museum for the same work of art. In the event a work of art of interest to the Museum is acquired by an employee, volunteer, board or staff member, the Museum has the right to review said art object and to purchase it. In addition, no employee or volunteer of the Museum and the College, as well as members of the District Board of Trustees and the CF Foundation Board of Directors, may participate in the Museum's decision to accept a donation of a work of art or to exhibit an object which they own. Competing claims of ownership that may be asserted in connection with works of art in the custody of the Museum must be handled openly, seriously and responsibly by employees and volunteers of the Museum and the College, as well as members of the District Board of Trustees and the CF Foundation Board of Directors. Individuals asserting claims of ownership regarding works in the Museum's custody must be treated with respect and dignity.

Disposal of the items in the collection through sale, trade, or research activities is solely for the advancement of the mission of the Museum. Proceeds from such disposal shall be used for acquisition, care and conservation of works of art. Neither employees nor volunteers of the Museum and the College, as well as members of the District Board of Trustees and the CF Foundation Board of Directors, or members of their families or close associates, should be permitted to purchase objects deaccessioned from the Museum's collection.

### **Programs**

The Appleton Museum of Art serves its community by advancing an appreciation and understanding of the natural and cultural common wealth through exhibitions, research, interpretation, scholarship, publications, and educational activities. These programs further the Museum's mission and are responsive to the concerns, interests and needs of the society. Thus, the Museum ensures that programs support its mission and public trust; are presented to encourage participation of all audiences; are accessible and encourage participation of the widest possible audience, consistent with its mission and resources; are revenue-producing activities and activities that involve relationships with external entities that are compatible with the Museum's

mission and support its public trust responsibilities and promote the public good rather than individual financial gain.

**Fundraising**

All Appleton Museum of Art staff members must have authorization from the director of the Museum to be actively involved in fundraising for and on behalf of the Museum. These activities must be coordinated within the Museum development department and with the CF Foundation.

**Confidentiality**

Because the College and the CF Foundation are “state related entities,” all business is subject to public information rules of the state of Florida. In order to act in the best interest of the Museum and the College, staff and volunteers are encouraged to refrain from public discussion of information that may be misinterpreted and be harmful to the Museum, College, CF Foundation or the reputations of said entities.

**Volunteers**

Volunteers, while not subject to the same specific rules as Museum staff, should avoid competing with the Museum in regard to collecting and acquiring works of art. Volunteers providing research and authoring services to the Museum are subject to the same rules as the Museum staff for which they are providing these services on behalf of the Museum and the College.

**Management of Business and Individual Support**

Financial support of the Appleton Museum of Art shall not provide direct benefit to individual employees of the College, members of the District Board of Trustees, members of the Board of Directors of the CF Foundation, or members of the Appleton Advisory Council or any other museum-related committees. Sponsorship of Museum programs or facilities, either through in-kind or cash donations, will be appropriately and publicly acknowledged by the Museum unless the donor wishes to remain anonymous.

**Rights and Reproductions**

The photographic documentation of objects in the Museum’s collections is maintained by the registrar’s office. Use of these images is a source of earned income for the Museum, managed by the curatorial office, and subject to national and international copyright laws. Legitimate requests for use of images for reproduction should be directed to the curator who will direct the request, based on the end use, to either the registrar or the marketing office. It is the responsibility of the Museum to ensure that use of the images, whether in the form of slides, transparencies, digital images, video tapes, photographic prints and/or all social media, is handled appropriately.

**Distribution of the Code of Ethics**

The Director of the Museum is responsible for annually distributing, through appropriate channels, copies of this Code to members of the District Board of Trustees, the CF Foundation Board of Directors, the Appleton Advisory Council, all Museum-related committees and all Museum employees. Museum volunteers will routinely receive this Code as part of the training as will any others covered by the Code of Ethics.

Approved by President		Date:
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