

## KANSAS BARBED WIRE MUSEUM COLLECTION POLICY

The Collection Policy establishes the principles, procedures, and legal responsibilities for the acquisition, care, loan and use of the collections of the Kansas Barbed Wire Museum. The Museum is committed to maintaining standards of professional and ethical excellence in all its actions and embraces the standards set forth by the American Association of Museums.

The Museum’s collections are held in trust for the public and the museum recognizes its responsibility to ensure their planned and coherent growth, development, use and care. The Museum further recognizes its responsibility to prevent the loss of its collection by deterioration, mismanagement, or indiscriminate dispersal.

Legal title for all collections held in the Kansas Barbed Wire Museum, unless otherwise specified, is vested in the Kansas Barbed Wire Collectors Association, Inc. Exclusions to this include objects defined as “on loan” or objects held in the Larry Greer Research Center whose legal title is vested in the Antique Barbed Wire Society, Inc.

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## **1. TYPES OF COLLECTIONS**

### **A. Permanent Collection**

Objects of the museum, acquired and preserved because of their potential value as examples, as reference material, or as objects of aesthetic or educational importance, all relating to the museum's mission and interpretive themes that will be protected, preserved and held to the highest standards in the collection. These objects have the most restrictive level of access. Public access to these pieces is through exhibitions, programs or research by responsible scholars.

### **B. Archives**

Although considered as part of the museum's Permanent Collection, the Archive Collection includes objects of historical importance or recent ephemeral pieces related to the museum or the hobby. These objects include original documents, audio and video recordings, photographs, newspaper clippings, advertising memorabilia, and digital media.

### **C. Library Collections**

The library collections are held in the Larry Greer Research Center and are comprised of two collections. The majority of the collections are owned by the Antique Barbed Wire Society. A portion of the collections, the Don Taylor Library, are accessioned collections owned by the Kansas Barbed Wire Collectors Association, but held in trust and managed by the Antique Barbed Wire Society. Access to these collections is restricted to visiting scholars and researchers.

### **D. Education Collection**

Objects that are authentic artifacts but of a common nature, easily replaced, or duplicated in the permanent collection are held in the Education Collection. These pieces are inventoried and are actively and regularly used in the educational programs of the museum. Objects in the education collection are not accessioned as part of the museum's Permanent Collection.

### **E. Support Collection**

Support collections are defined as objects that are not actual artifacts, but may include illustrations or reproductions acquired or made by the museum to enhance exhibits or programs. These objects are regularly used in education programs or exhibits or for promotion of the museum and its services. The museum Director or Curator has the authority to alter or dispose of support collections when they are deemed no longer relevant to the museum's mission.

## 2. ACQUISITION OF COLLECTIONS

Objects may be added to the collection by means of gifts, bequests, purchases, transfer, exchange, or items found on museum property, field acquisition, or any other events by which title to the objects passes to the Kansas Barbed Wire Collectors Association. Objects may be acquired for the Museum's Permanent Collections, Archives, Education Collections, or Support Collections.

### A. PERMANENT COLLECTIONS & ARCHIVES

a. The museum shall not accept displays or artifacts other than those which are directly related to the invention or collection of barbed wire, the development of fencing or the historical significance thereof. Acceptance or rejection of items shall be left to the responsibility of the museum director or curator and may be referred to the board of directors for consideration.

b. The museum shall refrain from exhibiting duplications. The only exceptions to the include tools or wire used in dioramas for illustrative purposes. However, duplicates of rare or valuable artifacts will be accepted into the collection for preservation in the archival collections not on public display.

c. Items must be authentic, in good taste, and in good repair, or in condition whereby they may be restored within reasonable limits. Restoration costs will be a factor if the artifact is in less than acceptable condition. Difficulty in preservation and display will also be considered.

d. Once donated, an item shall become the exclusive property of the Kansas Barbed Wire Collectors Association, and the museum reserves the right to display the item in a manner compatible with its discipline. The museum reserves the right to sell, trade, or otherwise dispose of the item in accordance with deaccession procedures as stated in Section 3.

e. The Museum will not accept an object that is illegally imported into or illegally collected in the U.S., or support or encourage irresponsible damages to collecting rights of natural monuments or human burial places. However, the Museum may accept objects that have been confiscated and offered to the Museum by government authorities.

f. All artifacts accepted into the museum's Permanent Collections are to be recorded on appropriate Accession Contracts and catalogued into the museum's database. The database shall be maintained on the main office computer with a backup copies maintained off-site. Copies of Accession Records shall be maintained in the museum office, and all original documentation shall be placed into the museum safe deposit box.

g. Donors may deduct contributions as provided in Section 170 of IRS Code. Bequests, legacies, devises, transfers, or gifts are deductible for Federal estate and gift tax purposes if they meet applicable provisions of IRS Code sections 2055, 2106 and 2522.

## **B. LIBRARY COLLECTIONS**

- a. When objects are recommended for inclusion in the Museum's library collections, the Museum Director or Curator shall contact the Librarian of the Antique Barbed Wire Society who shall make the determination for inclusion. Objects catalogued into the library collections are subject to collections policies of the Antique Barbed Wire Society.
- b. The catalog and inventory database of library collections housed in the Larry Greer Research Center is maintained by the Librarian of the Antique Barbed Wire Society with copies of the inventory maintained in the Research Library and off-site. Records of objects from the Don Taylor Library Collection accessioned into the Kansas Barbed Wire Collectors Assn. shall be notated as being included in inventories of the Antique Barbed Wire Society.
- c. Collections of the Don Taylor Library are accessioned by the Kansas Barbed Wire Museum, and legal title to that collection remains vested in the Kansas Barbed Wire Collectors Assn. but they are held in trust and managed by the Antique Barbed Wire Society.
- d. Library Collections are generally not open to the general public, but may only be accessed by arrangement through an authorized officer of the Antique Barbed Wire Society, Kansas Barbed Wire Collectors Association, the Museum Director or Curator.
- e. Under no circumstances are objects in the library collections to be removed from the premises without written approval of the Librarian or other authorized officer of the Antique Barbed Wire Society.

## **C. EDUCATION & SUPPORT COLLECTIONS**

- a. Education and Support Collections consist of objects that are appropriate to the museum's mission, but are either duplicates of permanent collections or of lesser importance to the collection and can be easily replaced. Acceptance or rejection of items shall be left to the responsibility of the museum director or curator and may be referred to the board of directors for consideration.
- b. Items donated for the education and support collection become the exclusive property of the Kansas Barbed Wire Collectors Association, and the museum reserves the right to display or utilize the item in a manner compatible with its discipline. Donations are tax deductible under IRS regulations to the same extent as permanent collections.

## **C. METHODS OF COLLECTIONS ACQUISITION**

### **a. Gifts and Bequests**

1. The acceptance of all gifts and bequests shall be without restriction. While it is the Museum's intention to accession for long-term use and preservation, no guarantee shall be made as to exhibition, attribution, placement, or retention of the gift. Any exception to this

policy decision will require official approval of the Museum Director, Curator, and Board of Directors and shall be documented and attached to the Accession Records for the object(s).

2. For objects with an estimated or documented value of \$500 or greater, a “Deed of Gift” signed by the legal owner(s), or his/her authorized agent, must be completed as soon as possible after the gift has been accepted. In the case of bequests, a copy of the will, all codicils, and letters testamentary shall be obtained and filed with the Accession Records.

3. Under no circumstances will Museum staff, officers, directors, or their immediate families give an appraisal of objects. Staff may suggest how to locate a list of qualified appraisers but may not recommend a specific appraiser.

#### **b. Purchase, Transfer or Exchange**

1. The Kansas Barbed Wire Museum will generally not make it a practice to purchase collections. Prior to purchase, items that exceed \$100 to be considered for the permanent collection require review by the Museum Board of Directors and approval by the Director. Items less than \$100 require approval of the Director. Copies of the receipt, vendor purchase order number and other documentary evidence are filed with the Collections Records.

2. Transfers or exchanges of items in the collections must fall within the guidelines of *Section 3: Deaccessioning* and are subject to approval by the Museum Board of Directors.

3. All items considered for incoming transfer or exchange are subject to the same general criteria and guidelines governing donations of permanent collections. For outgoing transfers and exchanges, see *Section 3: Deaccessioning*. The Board of Directors must approve outgoing transfers and exchanges.

#### **c. Items Found on Museum Property or Field Acquisition**

1. Objects abandoned or found on museum property by staff or by visitors must be reported and delivered to the director for consideration as an acceptable collection object. If the object is accessioned into the collection, the Kansas Barbed Wire Collectors Association will be named as donor. If the object does not fit accession criteria, recommendations for disposal will be made following the procedures outlined in *Section 3: Deaccessioning*.

2. Items may not be collected in the field by museum staff unless appropriate landowner permission has been granted. The museum will not knowingly accession any items unlawfully removed from Federal or State property or historical sites.

### 3. DEACCESSIONING AND DISPOSING OF PERMANENT COLLECTIONS & ARCHIVES

Objects in the permanent collections of the Kansas Barbed Wire Museum should be retained in perpetuity as long as they continue to be relevant and useful to the purpose and activities of the museum and if they can be properly stored, preserved and used. Deaccessioning of objects may be considered when these conditions no longer prevail or in the interest of improving the collections for the museum's purposes and activities. Objects which have been accessioned into the museum's permanent collection, may be reviewed for deaccessioning subsequent to any regulations set forth by the Internal Revenue Service, or other federal, state, or local regulations. No donated artifact may be deaccessioned for any reason for a period of two (2) years from its date of accession. (Tax reform act of 1984.)

#### A. Review Criteria

a. Objects from the permanent collection considered for deaccessioning must first be reviewed by the Museum Curator or Director and must answer yes to one or more of the following criteria:

1. Is the object no longer relevant and useful to the purpose and activities of the museum?
2. Is there danger of not being able to preserve the object properly?
3. Has the object deteriorated beyond usefulness?
4. Is it doubtful that the object can be used in the foreseeable future?
5. Will this deaccession provide the means to improve and strengthen collections in order to further the goals of the museum?
6. Is the object hazardous to the museum, personnel, or other collections?

b. The following information must accompany each object reviewed by the Museum Board of Directors: a description, donor/source information, date of acquisition, proposed means of disposition, value (approximate), copy of the signed Accession Form and any other accompanying detail.

#### B. Disposition

a. Provided that an object meets one or more of the review criteria, it may be considered for deaccession and disposal upon 2/3rd recommendation by the Museum Board of Directors .

b. Before disposing of any objects from the permanent collection, reasonable efforts should be made to ascertain that the Museum is free to do so. Where restrictions as to use or disposition of the objects under question are found to apply, the Museum should act as follows In considering various alternatives for the disposition of deaccessioned objects, the Museum should be concerned that the manner of disposition is in the best interests of the Museum, the public it serves, the public trust it represents in owning the collections and the scholarly or cultural communities that it represents.

c. Objects to which non-binding restriction requests from the donor apply should not be disposed of until reasonable efforts are made to comply with the restricting conditions. If there is any question as to the intent or force of restrictions, the Museum will seek the advice of its legal counsel.

- d. Objects from the permanent collection may be transferred to the education collection.
- e. Consideration will be given to placing the objects through gift or exchange in another tax-exempt public institution, a public educational institution, or a private non-profit institution wherein they may serve the purpose for which they were acquired initially by the Museum.
- f. Objects will not be given or sold privately to Museum employees, officers, board members, volunteers, or any individual.

### **C. Methods of Disposition**

#### **a. Transfer to another institution:**

Attempts should first be made to exchange or donate the artifact to other museums or public or non-profit institutions. The Curator must document when and to whom the object was transferred. All transfer documents must be signed by the Museum Director and CEO of the recipient institution. All documents should be retained permanently with the museum accession records.

#### **b. Public Sale:**

Whenever it is proposed that the Museum offer for sale or exchange an object valued at more than \$500, at least one disinterested outside appraisal will be obtained. In setting up the procedure for selecting an outside appraiser, the Museum will solicit the views of knowledgeable third parties.

1. All sales of deaccessioned materials will be carried out through an advertised public auction or other public marketplace.
2. All sales will be made through sealed bidding or open bidding over a period of time, provided that the availability of such material for sale has been given publicity aimed at the appropriate audience of potential purchasers.
3. In all cases of items offered for sale, a reserve price may be established in advance, or all offers rejected if the Board of Directors determines that such action is advisable.
4. Because of the sensitive nature of collection sales, deaccessioned items shall not be sold on Ebay or any other online auction website.
5. The purchase price of each item or collection must be documented, retained and available upon request, together with a summary of other bids or offers received.
6. The amount from the sale of a collection shall be placed in a special account with the funds restricted for direct care for the Museum's collections.

#### **c. Witnessed destruction:**

Destruction is defined as the obliteration of an object by physical or mechanical means. Deaccessioned items designated for destruction must in fact be destroyed; they may not be given away. Means of destruction will at all times be sensitive to issues of personnel and environmental safety and cognizant of local, state, and federal restrictions. An adequate record of the conditions and circumstances under which objects are accessioned, deaccessioned and disposed of will be made and retained as part of the Museum's collections records. All marks identifying any object with the Museum must be removed. The Museum Curator and Director

are responsible for the proper destruction of the object and said destruction must be witnessed by at least three officers or members of the board of directors.

#### 4. DISPOSAL OF LIBRARY COLLECTIONS

a. Library collections of the Antique Barbed Wire Society and under the care and control of the Antique Barbed Wire Society and the Kansas Barbed Wire Collectors Association has no authority for disposal of those collections.

b. If the Kansas Barbed Wire Collectors Association desires to dispose of objects within the Don Taylor Library collection under the care and control of the Antique Barbed Wire Society, disposal is under the same guidelines as *Section 3: DEACCESSIONING AND DISPOSING OF PERMANENT COLLECTIONS & ARCHIVES* with an exception. The Antique Barbed Wire Society shall be granted right of first refusal for the objects. If the Antique Barbed Wire Society elects to accept the objects, title shall be transferred as per guidelines and written documentation shall be maintained in the museum records.

#### 5. DISPOSAL OF EDUCATION & SUPPORT COLLECTIONS

Both Education and Support Collections are disposable collections and as such will be destroyed when they are damaged or deemed otherwise unusable. If they are in good condition, but are deemed unusable every attempt shall be made to give them to another museum or educational institution. If after a good faith effort, donation is not possible, the item will be destroyed. Education and Support Collections marked for disposal may be sold according to the same procedures as defined under sale of Permanent Collections. Disposal of education and support collections are at the discretion of the Museum Director and Curator.

#### 6. CARE AND CONTROL OF COLLECTIONS

a. As a recognized public trust, the officers, directors, and staff of the Kansas Barbed Wire Museum strive to exercise reasonable care according to professional accepted standards for the objects entrusted to it.

1. **Alteration or Modification:** Staff and administrative personnel may not irreversibly alter an artifact from its original condition unless the alteration or modification is necessary to preserve or restore the artifact to as near its original condition as possible.

2. **Attaching labels:** Absolutely no adhesive tape may be used. Do not use paper clips, staples, or any method that could permanently damage the item. Do not write directly on the artifact other than for cataloging purposes.

3. **Storage:** Do not place artifacts in standard plastic bags for long-term storage; use only Mylar or chemically inert storage bags. Do not place artifacts in standard corrugated board boxes, use

only acid-free, lignin-free, neutral pH storage boxes. See *CCI Notes*, Kansas Barbed Wire Museum CAP Site Survey Report, 1997.

**4. Repair & Cleaning:** Staff are not authorized to repair any artifacts. Do not use glue or adhesive tapes on the artifact except approved archival document repair products. Do not attempt to repair torn book pages with adhesive tape. Tape can permanently discolor and cause irreversible damage to documents. Liquids may not be used for cleaning paper artifacts. For cleaning instructions, see *CCI Notes*, 11/7, Kansas Barbed Wire Museum C.A.P. Site Survey Report, 1997.

**5. Bound Printed Material:** Printed material must be handled with cotton gloves and maintained in a dust free environment. Printed material must be displayed under light levels less than 150 lux and ultraviolet level of less than 75 uW/lm. Books on display must be adequately supported to prevent damage. Supports should be constructed of an acid-free material and should be designed to eliminate stress on the spine or binding. Display books may not be exhibited in an upright position. When displayed in an open position, books must be supported by a V-shaped form constructed of acid-free material. See *CCI Notes*, Kansas Barbed Wire Museum C.A.P. Site Survey Report, 1997.

**6. Art & Photographs:** Framed photographs and art works shall be matted in an acid-free mounts. UV-filtered glass is recommended. The print must not contact the glass. Color prints and negatives should be stored in non-buffered materials, black & white should be stored in buffered materials. See *Guidelines for Conservation Framing*, Kansas Barbed Wire Museum C.A.P. Site Survey Report, 1997.

**7. Photocopying:** Photocopying of original printed materials is discouraged. If books must be removed for photocopying, they must be handled with extreme care so as to not damage the binding. Appropriate filtering is recommended to protect photographs and printed materials. Spines must not be opened beyond 90°. A copier with an edge platen is recommended.

**8. Display Cabinets:** Burlap must not be used in sealed display cases containing paper or leather artifacts. To retain collections in their original form, burlap is permitted in non-archival open displays. Use only cotton or natural fiber content fabrics. Absolutely no oil based paints may be used. Avoid displaying metal artifacts with rubber, leather, or organic materials that may off-gas sulphur or other acids. See *Building a Better Case*, Rocky Mountain Conservation Center in Kansas Barbed Wire Museum C.A.P. Site Survey Report, 1997.

b. Inventory and collections records shall be maintained which document permanent locations, movements of objects from one collection to another, missing, stolen and damaged artifacts in the permanent collection.

c. Records of all permanent collections should include at minimum an identifying description of the object, assigned catalog number, legal status of the object, condition and location. These records will be safeguarded from fire, water and loss with copies of paper and computerized records stored off site. Records access is subject to applicable public law. This record keeping procedure will be updated, implemented and maintained by the Director and Curator.

## **7. ACCESS TO THE COLLECTIONS**

In keeping with established security standards and Curatorial practices and in the interest of protecting the Museum and its staff from liability for damage or injury, the Larry Greer Research Center and Museum's collections storage areas are closed to the general public with the following exceptions:

- a. Visiting museum professionals and/or historical agencies
- b. Persons associated with daily operations of the museum
- c. Visiting researchers
- d. Potential donors
- e. Other individuals with the approval of the museum director or curator

## **8. REQUEST FOR RETURN OF OBJECTS FROM PERMANENT COLLECTIONS**

a. The permanent collections of the Kansas Barbed Wire Museum are held in public trust and owned by the Kansas Barbed Wire Collectors Association, Inc. Museum acquisition and deaccessioning practices are governed by strict policies to protect the public trust which it holds and to conform state and federal Statutes. Private sale, gift or exchange of objects held in the permanent collections to individuals is expressly prohibited.

b. In the event that an individual or group of individuals pursues acquisition of objects from the Museum collection, all such requests by any party or their representative must be submitted in written form. Written requests shall list the specific objects that are being requested and provide the basis for proof of ownership. If the request is based on some reason other than claim to ownership, that shall also be submitted in written form. The Museum Director, Curator, and Board of Directors will review the request and refer to museum legal counsel if necessary.

## **9. COPYRIGHT OF WORKS HELD OR PRODUCED**

a. The Museum may obtain ownership or control of copyright of material holdings under the following circumstances:

1. If the work is produced by an employee within the scope of employment
2. by the transfer of copyright through assignment by the author or copyright holder
3. by the transfer of copyright through licensing.

b. When the Museum acquires an object that appears to be protected by copyright, the museum must establish, if possible, who holds copyright and to clarify whether any of the existing copyright interests pass to the Museum with the object. Lack of interest should be noted on the accession records along with any information on the actual copyright holder. If copyright interests exist and the Museum wishes to obtain them, or the right to exercise some or all, this must be negotiated with the copyright holder and expressly noted on the Deed of Gift and all related forms.

## 10. EXHIBIT OR ARTIFACT LOANS

Loans will be made to and from other museums, historical groups, or agencies and educational institutions as well as from individuals in the interest of fulfilling the mission of the Museum. All loans will follow established procedure. All objects entering or leaving the Museum, regardless of purpose will have their movement documented on appropriate Museum forms that clearly detail the loan contract.

### A. Permanent or Long-term Loans

- a. The Museum may elect to accept objects or collections on “Permanent” or long-term term provided the objects are vital to the long-term mission of the museum and said loan is the only option to secure the objects.
- b. A “Permanent Loan” is defined as an object or collection placed in the museum for display or preservation as long as it remains viable to the museum’s mission or as long as the museum remains a viable entity.
- c. Once both the owner and museum have agreed to the terms of the Permanent Loan, the owner relinquishes all rights to claim the property without consent of the Museum. Likewise, the museum may not dispose of or permanently alter the objects or collections without consent of the owner.
- d. All contracts and documents for Permanent Loans should be reviewed by legal counsel with originals placed in the museum safe deposit box and copies retained on site.

### B. Short-term Loans

- a. Accepting objects on loan is generally discouraged except in specific circumstances. Loans may be considered with a specific exhibit or program use in mind. Loan terms should be no longer than one (1) year with options to renew annually. A detailed record describing the object(s) on loan, term of the loan, and contact information of the owner shall be maintained with museum collection records.
- b. The Museum will make every effort to care for the loaned artifact providing the same standards of conservation and security as for the museum’s permanent collections.
- c. The Kansas Barbed Wire Collectors Association maintains no additional insurance on loaned objects unless advance arrangements are made by mutual agreement of the parties involved. The Museum assumes no liability for loss or damage to the objects on loan.
- d. Should the owner of the loaned objects at the conclusion of the loan term fail to claim the objects within a reasonable amount of time, the Museum will begin the process of Acquisition of Title for the unclaimed property as required by Kansas Statute and American Alliance of Museums.

### **C. Outgoing Loans**

- a. The Museum holds specific collections for use as outgoing loans to other museums, libraries, or other educational institutions. All loans will be for specified periods of time (preferably one year, or less) with options to renew.
- b. As part of the requirement for a loan, the Kansas Barbed Wire Collectors Association has the option of requiring the borrowing institution to provide evidence of insurance for any value specified on the loan documents.
- c. In essence of conservation and security, the Museum does not make a practice of loaning items from the permanent collection other than those designated for that purpose. Any consideration of outgoing loan from the permanent collection must be approved by the board of directors.

### **D. Education and Support Materials Loans**

Loans of educational and support materials are subject to the policy as outlined above. Standard Loan Forms that are marked either "Education" or "Support", are to be used and maintained by the Director or Curator.

### **E. Loans Involving the Personal Collection of Staff**

Any loans that involve the collections of staff will follow standard policies and procedures of the museum regarding documentation, value, condition, renewal or potential hazard.

## **11. LOSS OR DAMAGE TO COLLECTIONS**

- a. In the interest of good risk management, the museum staff must report all damage or loss of an object to the Curator and Director as soon as possible. The Director will maintain related records and provide appropriate information to the county police, the Board of Directors, and insuring agent if applicable.
- b. Disposition of damaged artifacts must be made according to policies as set forth in Section 3: Deaccessioning. The Curator will maintain copies of all records directly relating to the condition and disposal of damaged objects as well as those related to the investigation, procedures, and findings gathered on missing/stolen objects.

**12. REVISIONS TO THE COLLECTIONS POLICY**

a. The Museum Director, Curator, and Board of Directors will review this document periodically to ensure that its requirements meet or exceed accepted professional museum practices and standards, and that the Museum’s policies accurately reflect the purpose, mission, and goals of the Kansas Barbed Wire Museum.

b. Members of the Board of Directors must be notified of any proposed changes to this policy and of the time and place a vote will occur at least two (2) weeks in advance of said vote. Modifications to the policy must be approved by a majority vote of the Board of Directors present as said meeting.

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**Kansas Barbed Wire Museum Collections Policy**

Adopted by the Board of Directors this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signed:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary