

# *Fine Arts Research & Holographic Center*

## School of Holography

### GUIDELINES, POLICIES & PROCEDURES FOR STAFF MEMBERS

#### GENERAL DEPARTMENT

Employment by a museum, whether privately or governmentally supported, is a public trust involving great responsibility. Employees of the Fine Arts Research & Holographic Center must act with integrity and in accordance with the most stringent ethical principles and the highest standards of objectivity in all activities. While loyalty to the museum must be paramount, the employee also has the right to a private life independent of the institution. But museums enjoy high public visibility and their employees a generous measure of public esteem. To the public the museum employee is never wholly separable from his institution. He can never consider himself or his activities totally independent of his museum. Any museum-related action by the individual may reflect on the institution or be attributed to it. He must be concerned not only with the true personal motivations and interest as he sees them, but also the way in which such actions might be construed by the outside observer.

### CONFLICT OF INTEREST

Fine Arts Research and Holographic Center employees should never abuse their official positions or their contacts within the museum community. They should never take any outside action or assignments that would impair in any way the performance of their official duties; compete with their institutions, or bring discredit or embarrassment to any museum or to the profession in any activity, museum related or not. They should be prepared to accept as conditions of employment the restrictions that are necessary to maintain public confidence in museums and in the museum profession.

RESPONSIBILITIES TO THE COLLECTIONS  
& OTHER MUSEUM PROPERTY

Fine Arts Research & Holographic Center employees should not acquire objects from the collections owned or controlled by their museum unless such transactions have been subjected to a formal disclosure procedure by the individual and the institution, and were available through a disposal process totally public in nature.

No staff member should use any object or item that is part of the museum's collections or under the guardianship of the museum for personal purposes. No staff member should use any other property, supplies or resources of the museum except for the official business of the institution. To the extent that factual circumstances or special policies warrant exceptions to this principle, a written record or exemption must be obtained.

The reputation and name of the Fine Arts Research & Holographic Center are valuable assets and should not be exploited either for personal advantage or the advantage of any other person or entity.

Information about the administrative and nonscholarly activities of the institution that an employee may acquire in the course of his duties, and that is not generally known or available to the public, must be treated as information proprietary to the museum. Such information should not be used for personal advantage or other purposes detrimental to the institution.

Staff members should be circumspect in referring members of the public to outside suppliers or services. Whenever possible, more than a single qualified source should be provided so that no appearance of personal favoritism in referrals is created.

## PERSONAL COLLECTING

The acquiring, collecting and owning of objects is not in itself unethical and can enhance professional knowledge and judgment. However, the acquisition maintenance and management of a personal collection by a museum employee can create ethical questions. Extreme care is required whenever an employee collects objects similar to those collected by his museum.

No employee may compete with his institution in any personal collecting activity. The museum must have the right, for a specified and limited period, to acquire any object purchased or collected by any staff member at the price paid by the employee.

Museum employees must inform the Director about all personal acquisitions. They also must disclose all circumstances regarding personal collections and collecting activities, and furnish in a timely manner information on prospective sales or exchanges.

Except by special agreement with individual staff members, the right of a museum to acquire from employees objects collected personally should not extend to objects that were collected prior to the staff member's employment by that museum. Objects that are bequests or genuine personal gifts are exempt from the museum's right to acquire.

No Fine Arts Research & Holographic Center employee may use his museum affiliation to promote his or any associate's personal collecting activities. No employee may participate in any dealing (buying and selling for profit as distinguished from occasional sale or exchange from a personal collection) in objects similar or related by the objects collected by the museum. Dealing by employees in objects that are collected by an other museum can present serious problems. It should be permitted only after full disclosure, review and approval by the Director.

COLLECTIONS POLICY

The Fine Arts Research & Holographic Center will accept only items related to the central museum theme. All items donated to the museum become the sole property of the museum.

The Fine Arts Research & Holographic Center does not accept objects loaned on a long-term basis, but does accept short-term loans of objects for special exhibits.

## OUTSIDE EMPLOYMENT AND CONSULTING

Certain types of outside employment, including self-employment and paid consulting activities, can be of benefit to both the institution and the employee by stimulating personal professional development. Remuneration may be monetary or nonmonetary, direct or indirect.

All employment activity must be undertaken within the fundamental premise that the employee's primary responsibility is to the Fine Arts Research & Holographic Center; that the activity will not interfere with his ability to discharge this responsibility; and that it will not compromise the professional integrity of the employee or the reputation of the museum.

Museum employees often will be considered representatives of their institutions while they are engaged in activities or duties similar to those they perform for their museum, even though their work may be wholly independent of the institution. In other instances an employee's duties within or outside the institution may require little specialized knowledge of the functioning of a museum. In either case employees must disclose to the director or other appropriate superior the facts concerning any planned outside employment or consulting arrangements that are in any way related to the functions that such employees perform for the Fine Arts Research & Holographic Center. Disclosure should not be required for small businesses or similar activities that are entirely unrelated to the work the individual carries out for the institution.

Appraisals, as an official museum activity and subject to well-defined policy, can be useful to a museum and its constituency. As an outside activity of an individual staff member it can present serious problems. No staff member should appraise without the express approval of the director.

The name of the employee's connection with the museum should be sparingly and respectfully used in connection with outside activities.

## GIFTS, FAVORS, DISCOUNTS & DISPENSATIONS

Fine Arts Research & Holographic Center employees and others in a close relationship to them must not accept gifts, favors, loans or other dispensations or things of value that are available to them in connection with their duties for the institution. Gifts include discounts on personal purchases from suppliers who sell items or furnish services to the museum, except where such discounts regularly are offered to the general public. Gifts also can include offers of outside employment or other advantageous arrangements for the museum employee or another person or entity. Salaries together with related benefits should be considered complete remuneration for all institution related activities.

Employees should be permitted to retain gifts of trifling value when acceptance would not appear to impair their judgment or otherwise influence decisions. Meals, accommodations and travel services while on official business may be accepted if clearly in the interest of the museum.

Museum employees have the right to accept and retain gifts that originate from purely personal or family relationships. It must be recognized that genuine personal gifts may originate from individuals who have a potentially beneficial relationship with the museum. In such cases the staff member is obliged to protect both himself and his institution by fully disclosing the circumstances to the Director.

TEACHING, LECTURING, WRITING AND OTHER  
CREATIVE ACTIVITIES

Fine Arts Research & Holographic Center staff personnel are encouraged to teach, lecture and write, as desirable activities that aid professional development. These activities should not, however, interfere with performance of regular duties, and employees should not take advantage of their museum positions for personal monetary gain or appear to compromise the integrity of this institution.

The employee must recognize that when an outside activity is directly related to his regular duties for the institution he is obliged to reach an agreement with the institution concerning all aspects of that activity.

Employees should obtain the approval of the institution of plans for any significant amount of outside teaching, lecturing, writing or editing. Any contemplated uses of the museum's research facilities, staff assistance and property should be described, and approvals should be obtained for uses of museum property in connection with such outside efforts.

The proprietary interest of the Fine Arts Research & Holographic Center in copyrights, royalties and similar properties is paramount. Any and all work done at the direction of the Director, whether actually performed on the Fine Arts Research & Holographic Center premises or not is wholly the property of the Fine Arts Research & Holographic Center unless otherwise stated in writing and signed by the Director.

Fine Arts Research & Holographic Center employees who are creative artists or pursue similar outside interests must perform these activities in such a way that their status with the institution is not compromised and the institution not embarrassed. It must be recognized that the exhibition of objects in a museum can enhance their value, and museums can display materials created by staff members only under circumstances in which objectivity in their selection can be clearly demonstrated.



POLICIES REGARDING USE OF  
F.A.R.H.C. FACILITIES BY STAFF

1. Commercial commissions take priority over all other work or projects.
2. Research to advance the classes and the teaching techniques; and/or to advance the holographic development of the institution, has a second priority.
3. Research for a specific class level will be conducted under the same conditions as the class (i.e. laboratory used, laser, chemicals, etc.)
4. Work for the institution must be initiated by proposal. The proposal must clearly outline the artistic and commercial merits. The proposal is subject to approval by the Board of Trustees. Upon approval, the implementation of the proposal is subject to the availability of time and facilities. In the case of holographic projects, documentation must accompany the finished hologram. The master hologram and other copies produced are the property of the Fine Arts Research & Holographic Center. Copies of the hologram may be kept by the holographer only upon written approval of the Director. The results or products of other projects i.e. holographic documentation, project research, class manuals, etc., also becomes the property of the Fine Arts Research & Holographic Center.
5. Purchase of film from outside sources for personal use within the institution is not allowed.

## SCHOOL POLICY

1. Instructors must follow the class curriculum as specified in the catalogue.
2. Instructors are responsible for daily inventory of all equipment, chemicals, components, film.
3. Instructors are responsible for the Sunday laboratory sessions. All regulations apply as for regular classes.
4. Instructors are responsible for employing visual aids (film, slides, three-dimensional models) in their course. Continual development of such aids is not only encouraged, but deemed an integral teaching responsibility.
5. For qualifying new instructors: completion of all classes in the school's curriculum (Photo-chemistry, Optics, HoloI - Holo III) and an internship of at least one semester as a laboratory assistant is required. Individual performance will be studied and evaluated.