



DEPARTMENT OF THE NAVY
OFFICE OF THE ACADEMIC DEAN AND PROVOST
UNITED STATES NAVAL ACADEMY
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ACDEANINST 5755.1
2/Museum

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ACADEMIC DEAN AND PROVOST INSTRUCTION 5755.1

From: Academic Dean and Provost

Subj: DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF THE NAVAL
ACADEMY MUSEUM

Ref: (a) Title 10 US Code Section 2572, Documents, historical artifacts, and
condemned or obsolete combat material: Loan, gift or exchange
(b) Title 10 US Code Section 6973, Gifts, bequests, and loans of property:
acceptance for benefit and use of Naval Academy
(c) Navy Museum Manual
(d) AAM Accreditation Commission Policy on: Statements of Support from
Parent Organizations

1. Purpose. To set forth the duties and responsibilities of the Director of the Naval Academy Museum per the references.

2. Background. The Naval Academy Museum dates to the founding of the Naval Academy in 1845, at which time it was known as the Lyceum. Its first major collection was presented at the order of President James Polk who directed that all trophy flags captured by U.S. naval forces from enemies in time of war be sent by the Navy Department to the Naval School for preservation and display. Over the intervening years, the Naval Academy Museum's collections have expanded to some 56,000 items representing the history of the Navy, the Naval Academy, and the contributions of Naval Academy graduates in war and peace. The Museum preserves and displays the art, artifacts, prints, and models as intellectual and educational resources for the benefit of the Brigade of Midshipmen, the faculty and staff of the Academy, and the education of the public. The Museum and its collections are vital to the mission of the Naval Academy to prepare young men and women for roles as leaders in service to the nation. As such, the Museum is an integral and permanent part of the educational system of the Naval Academy.

3. Scope

a. The Director of the Naval Academy Museum has the following duties and responsibilities:

(1) The Director reports to the Academic Dean and Provost. As director of one of the official Navy museums, the Director also reports to the chain of command of the Naval History and Heritage Command for matters relating to staffing and budget requirements.

(2) The Director holds a faculty appointment in one of the academic departments of the Naval Academy and should be prepared to teach one section of Midshipmen per semester in his/her academic discipline unless other arrangements are made with the Academic Dean and Provost.

(3) The Director is the steward of the people's historic collections held by the Naval Academy. Possession of collections incurs legal, social, and ethical obligations to provide proper physical storage, management, and care for the collections and associated documentation, as well as proper intellectual control. Effective collections stewardship ensures that the objects which the Naval Academy Museum owns, borrows, holds in its custody, or uses are available and accessible to present and future generations.

(4) The Director is responsible for the day to day administration of the Museum and its staff of professionals and volunteers. This includes duties ensuring that adequate staff is available on a daily basis to open, close, and operate the Museum, as well as the planning and development of permanent and temporary exhibitions. Subject to the Federal government's personnel policies, the Director is responsible for the recruitment, hiring, retention, and performance evaluations of all Museum staff.

(5) The Director, in coordination with the appropriate curator, evaluates offered donations to ensure they will further the needs and mission of the Naval Academy Museum. The Director may refuse offers if they are redundant or do not further the Museum's mission.

(6) The Director will uphold and enforce Federal, Department of the Navy, and Naval Academy laws and regulations regarding the acquisition, care and preservation, and disposition of the historic properties in the Museum's collections.

(7) The Director is the fund manager for the four gift funds dedicated to the Museum: the General Museum Fund, the Beverley R. Robinson Fund, the Beldon-Roach Fund, and the Christian Zabinski Fund.

(8) The Museum, under the Director's supervision, maintains a reference service for the Naval Academy Midshipmen, faculty, and staff, and for the general research community, including answering questions in person, by deputy, or by letter, and by providing facsimile copies of documents, prints, and art when requested.

(9) The Director ensures that Navy required reports, such as for firearms, ships' silver, and the Command History, are made in a timely manner.

(10) The Director ensures that the Naval Academy Museum staff and volunteers adhere to the Naval Academy Museum Code of Ethics and the standards established by the American Association of Museums.



A. T. PHILLIPS