FEATHER RIVER RAIL SOCIETY
STANDARD OPERATING PROCEDURE

CODE OF ETHICS

Effective Date:	07/21/2011	*Legal Review Date:*
Next Review Date:	07/21/2032	
Replaces:	10/17/2021	

The Feather River Rail Society in Society

The ethical principles outlined in this *Code of Ethics* address issues which pertain to individuals in a variety of relationships to the Feather River Rail Society. The Feather River Rail Society itself has an ethical obligation to be a good citizen in our community. As a historical institution, and preservers, we have an obligation, to the best of our abilities, to avoid those practices which has been concluded to be unhealthy or unsafe for life on this planet.

As educators in the field of history and material culture, the Feather River Rail Society (AKA Western Pacific Railroad Museum) and its members, have the responsibility to be aware of the personal and environmental risks caused by the use and disposal of certain products used in our jobs. Every effort should be made to use products which are not harmful to the environment in either their creation or disposal.

Feather River Rail Society and/or **Western Pacific Railroad Museum**, as it is referred to in this writing, is described as the Feather River Rail Society.

Board, or **Board of Directors**, as it is referred to in this writing, is described as the elected members of the FRRS Board of Directors.

Museum Manager, as it is referred to in this writing, is described as the employee or volunteer Museum Manager or General Manager.

Staff, as it is referred to in this writing, is described as a paid employee of the Feather River Rail Society.

Volunteer, as it is referred to in this writing, is a person who volunteers his or her time in the ongoing work of the Feather River Rail Society (not a paid employee).

Code of Ethics

Board of Directors Responsibilities

Feather River Rail Society Governance

General Responsibility

The Board of Directors of the Feather River Rail Society is the governing body of the institution. As such, it serves the public interest as it relates to the Feather River Rail Society, and is accountable to the public as well as to the institution. In most cases the Board acts as the ultimate legal entity for the Feather River Rail Society, and is responsible for making and maintaining its general policies, standards, conditions, and operational continuity. Feather River Rail Society directors must be loyal to the mission of the Feather River Rail Society, and must understand and respect the basic documents that provide for its establishment, character and governance.

Each Board member should devote time and attention to the affairs of the Feather River Rail Society and ensure that the Feather River Rail Society and its governing board act in accordance with the basic documents and with applicable state and federal laws. Board members must ensure that no policies or activities jeopardize the basic nonprofit status of the Feather River Rail Society, or reflect unfavorably upon it as an institution devoted to public service.

Board members should not attempt to act in their individual capacities. All actions should be taken as a board, committee, or subcommittee, or otherwise in conformance with the bylaws and other applicable resolutions. Board members with special areas of interests within the Feather River Rail Society should understand that advocacy for those interest should be advanced only within the framework of the Feather River Rail Society's interests as a whole.

Board members should maintain Feather River Rail Society information in confidence when it concerns the administration or activities of the Feather River Rail Society and when it is not generally available to the public. This does not preclude public disclosure of information that is properly in the public domain, or information that should be released in fulfilling the Feather River Rail Society's accountability to the public. Questions from the general public, media or others that involve sensitive or confidential information should be referred to the Board President or Feather River Rail Society Board of Directors.

Board members hold the ultimate fiduciary responsibility for the Feather River Rail Society and for the protection and nurturing of its various assets: the collection* *(see *note below)* and related documentation, financial assets, volunteers and staff. They must develop and define the purposes and related policies of the institution, and ensure that all the Feather River Rail Society's assets are properly and effectively used for public purposes.

The Board has strong obligations to provide the proper environment for the physical security and preservation of the collection, to ensure proper research and interpretation of the collection, and to monitor and develop the financial structure of the Feather River Rail Society so that it continues to exist as an institution of vitality and quality. In keeping with their primary responsibility for the protection of the Feather River Rail Society's collection, Board members should not jeopardize the collection by using it as collateral for a loan or otherwise selling or mortgaging any part of the collection in order to secure funds for operations, buildings, or expansion projects.

The Board should provide adequate financial protection for all Feather River Rail Society officials including themselves, staff, and volunteers so that no one will incur inequitable financial sacrifice or legal liabilities when performing duties for the Feather River Rail Society.

A vital responsibility of the Board derives from its relationship to the Museum Manager. The selection of the Museum Manager and the continuing monitoring of his or her activities are primary Board responsibilities which cannot be delegated and must be diligently and thoughtfully fulfilled.

Conflict of Interest

Individuals who are knowledgeable in fields related to the Feather River Rail Society activities can be of great assistance to the Feather River Rail Society, but conflicts of interest or the appearance of such conflicts may arise because of these interests or activities. Guidelines for the protection of both individual and institution are established by the Board of Directors of the Feather River Rail Society as follows:

A Feather River Rail Society Board member should conduct all of his or her activities, including those relating to persons or businesses with whom the Board member is closely associated, in such a way that no conflict will arise between the other interests and the policies, operations or interests of the Feather River Rail Society. The appearance of such conflict should also be avoided.

Feather River Rail Society Board members should file with the Feather River Rail Society a statement disclosing their personal, business, or organizational interests and affiliations and those of persons close to them that could be construed as being Feather River Rail Society related. Disclosure statements should be updated whenever significant changes occur.

Paid staff members should not serve as Board members. Conflict of interest is the guiding principle, since Board members create and vote on policy affecting staff interests as a whole.

Charges of self-interest at the expense of the institution and charges of personal use of privileged information arises whenever a Board member, a member of his or her family, or a close associate personally collects objects of a type collected by the Feather River Rail Society. The Feather River Rail Society, Western Pacific Railroad Museum collecting parameter is defined by the Feather River Rail Society's Mission Statement. It is important to ensure that personal collecting does not compete with the Feather River Rail Society for objects; that no Board member takes personal advantage of information available to him or her because of his or her Board membership; and that should conflict develop between the needs of the individual and the Feather River Rail Society, those of the Feather River Rail Society will prevail.

No Board member, person close to him or her, or individual who might act for him or her may acquire objects from the collection of the Feather River Rail Society, except when the object and its source have

been advertised, its full history made available, and it is sold or otherwise clearly offered for sale in the public marketplace.

When Board members seek staff assistance for personal needs they should not expect that such help will be rendered to an extent greater than that available to a member of the general public in similar circumstances or with similar needs.

Whenever a matter arises for action by the Board, or the Feather River Rail Society engages in an activity where there is a possible conflict or the appearance of conflict between the interests of the Feather River Rail Society and an outside or personal interest of a Board member or that of a person close to him or her, the outside interest of the Board member should be made a matter of record. If the Board member is present when a vote is taken in connection with such a question, the Board member should abstain as a matter of record. In some circumstance, the Board member should avoid discussing any planned actions, formally or informally, where there might appear to be personal benefit. If a case arises in which neither disclosure nor abstention appears to be sufficient, the only appropriate solution may be resignation.

A Feather River Rail Society Board member should not take advantage of information he or she receives during service to the institution if personal use of such information could be financially detrimental to the Feather River Rail Society. Any such actions that might impair the reputation of the Feather River Rail Society also must be avoided. When a Board member obtains information that could be of personal benefit, he or she should refrain from action until all issues have been reviewed by an appropriate representative(s) of the Feather River Rail Society.

Board members serve the Feather River Rail Society and its public. They should not attempt to derive any personal material advantages for their connection with the Feather River Rail Society. Board members should use Feather River Rail Society property only for official purposes, and make no personal use of the Feather River Rail Society's collection or services in a manner not available to a comparable member of the general public.

While loans of objects by Board members may be of great benefit to the Feather River Rail Society, it is recognized that exhibition can enhance the value of the exhibited object. In order to protect any conflict of interest charges, the Feather River Rail Society, as a general policy, will not give public credit for exhibited objects on loan by Board members.

**Note-for the purposes of this document, Collection refers to all artifacts, structures, equipment, facilities and grounds.*

The Board-Museum Manager Relationship

Board members have an obligation to define the limits, powers, and duties of the Museum Manager of the Western Pacific Railroad Museum and the Feather River Rail Society. They should work with the Manager in all administrative matters, and deal with him or her openly and with candor. They should avoid giving directions, to action on behalf of, communicating directly with, or soliciting administrative information from staff personnel, unless such actions are in accordance with established procedure or the Manager is apprised. Staff personnel should communicate with the Board through the Manager or with the Manager's knowledge, but a procedure should be provided to allow staff personnel to bring grievances directly to appropriate Board members.

The Board members must act as a full Board in appointing or dismissing a Museum Manager, and the relationship between the Museum Manager and the Board must reflect the primacy of institutional goals over all personal or interpersonal considerations. The Museum Manager should attend all Board meetings and important committee meetings except closed executive sessions.

The Museum Manager has an obligation to provide the Board members with current and complete financial information in comprehensible form; to bring before the Board any matters involving policy questions not already determined; and to keep them informed on a timely basis of all other significant or substantial matters or intended actions affecting the institution.

The Museum Manager must carry out the policies established by the Board, and adhere to the budget approved by the Board. Whenever it is necessary to deviate from established policies or to alter or exceed budget guidelines, the Museum Manager should notify the Board in advance and request appropriate approval.

When a member of the Feather River Rail Society staff speaks out on public issues, he or she should make sure to do so as an individual. It is important to avoid the appearance of speaking or acting in an official capacity or on the Feather River Rail Society's behalf.

Personal Collecting by Staff

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 Feather River Rail Society staff member can create an ethical question. Extreme discretion is required whenever a staff member collects objects similar to those collected by the Western Pacific Railroad Museum and/or the Feather River Rail Society.

No Feather River Rail Society staff member may compete with this institution in any personal collecting activity. No Feather River Rail Society staff member may use his or her Feather River Rail Society affiliation to promote his or her or an associate's personal collecting activities. No staff member may participate in any dealing (buying or selling for profit as distinguished from occasional sale or exchange from a personal collection) in objects similar or related to the objects collected by the Feather River Rail Society.

Responsibility to the Collection

Members of the Feather River Rail Society and/or the Western Pacific Railroad Museum staff should not acquire objects from the collection* (see *Note below) owned by or on loan to the Feather River Rail Society unless such transactions are available through a disposal process which is totally pubic in nature. Any such acquisitions must also be subjected to a formal disclosure procedure by the individual and institution. The protection of the Feather River Rail Society's collection should be a primary concern for all members of the Feather River Rail Society staff.
**Note-for the purposes of this document, "collection" refers to all artifacts, structures, equipment, facilities and grounds.*

Code of Ethics

Staff Responsibilities

Conflict of Interest

Feather River Rail Society staff should never abuse their official positions or their contacts within the Feather River Rail Society community, compete with the Feather River Rail Society, or bring discredit or embarrassment to the Feather River Rail Society or to their profession in any activity, Feather River Rail Society related or not. They should be prepared to accept the restrictions that are necessary to maintain public confidence in Feather River Rail Society's and in the Feather River Rail Society profession. The terms and restriction listed in the *Code of Ethics,* as well as the reporting procedures and conditions of enforcement should be read and clearly understood by all staff, contractors, interns, and volunteers doing business with the Feather River Rail Society.

Gifts Favors. Discounts. Dispensations

The Feather River Rail Society is committed to the highest ethical principles in all relationships with business suppliers. Any Feather River Rail Society staff member who is authorized to spend Feather River Rail Society funds should do so with impartiality, honesty, and with regard only to the best interests of the Feather River Rail Society.

Feather River Rail Society employees and others in a close relationship to them must not accept gifts, favors, loans, or other dispensations or things of more than trifling value that are valuable to them in connection with their duties for the Feather River Rail Society. Gifts of trifling value are deemed to be those novelty items with advertising identification affixed to them and a value of less than $25. Gifts include discounts on personal purchases from suppliers who sell or furnish services to the Feather River Rail Society, except where such discounts are regularly offered to others in the nonprofit community or to the general public. Gifts can also include offers of outside employment or other advantageous arrangements. Gifts in questionable taste should be declined in all instances, regardless of cost or value.

Meals, accommodations and travel services while on official business should not be accepted except when it is clear that acceptance of such services will not compromise the professional judgment of the staff member or the reputation of the Feather River Rail Society.

Responsibility to Feather River Rail Society Property. Real and Intangible

No staff member should use, off Feather River Rail Society premises or for personal gain, any object or item that is a part of the Feather River Rail Society's collection or under the guardianship of the Feather River Rail Society, or use any other property, supplies or resources of the Feather River Rail Society except for the official business of the Feather River Rail Society. The name and reputation of this Feather River Rail Society are valuable assets and should not be exploited either for personal advantage or the advantage of any other person or entity.

Information about the administration or non-scholarly activities of the Feather River Rail Society that the staff may acquire in the course of their duties which is not generally known or available to the public must be treated as information proprietary to the Feather River Rail Society. Such information should not be used for personal advantage or other purposes. Staff members are responsible for maintaining the security of confidential records and information, and the privacy of individuals or groups who support the Feather River Rail Society.

Staff members should be circumspect in referring members of the public to outside suppliers to the Feather River Rail Society. Whenever possible, more than a single qualified source should be named in order to avoid the appearance of personal favoritism in referrals.

Outside Employment

Certain types of outside employment, including teaching, lecturing, writing, and consulting can benefit both the Feather River Rail Society and the staff member by stimulating personal professional development. Such activity should not interfere with the staff member's regular duties, and the individual should not take advantage of his or her Feather River Rail Society position for personal gain or appear to compromise the integrity of the Feather River Rail Society.

The staff member should recognize when an outside activity is directly related to his or her regular duties for the Feather River Rail Society, he or she should discuss with the Museum Manager or the Board of Directors all aspects of the activity, including but not limited to the amount of time such activity involve. Staff should complete an Outside Employment Disclosure Form outlining the details of the outside employment, if it is related to the function he or she performs for the Feather River Rail Society.

In order to avoid any appearance that outside employment is related to the staff member's function at the Feather River Rail Society, the name of the Feather River Rail Society and/or the Portola Railroad Feather River Rail Society and the staff member's connection with it should be used sparingly, if at all, in connection with outside employment. Certain types of employment can create potential ethical problems for the Feather River Rail Society since staff are often considered representatives of the Feather River Rail Society regardless of disclaimers made to the public. For this reason, appraisals or authentication may not be performed by Feather River Rail Society staff in any capacity.

Ownership of any material written, designed, or produced, and financial remuneration for the sale or lease of such materials created while the staff member is paid by the Feather River Rail Society and is on official Feather River Rail Society time, is the property of the Feather River Rail Society. Therefore, the staff member should discuss with the Museum Manager or the Board of Directors the ownership of/or remuneration for materials created outside of the regular staff time before he or she begins working on such materials.

Staff members who are involved in employment of any kind that is unrelated to the work which they perform for the Feather River Rail Society are not required to complete disclosure forms.

Outside Volunteer Activities

Staff members are encouraged to participate in voluntary outside activities with community groups or public service organizations. If a staff member volunteers for an organization or Feather River Rail Society and he or she could appear to be acting in an official capacity as a member of the Feather River Rail Society, disclosure is recommended to avoid possible misrepresentation. Feather River Rail Society professionals should conduct themselves so that their activities on behalf of community or public service organizations do not reflect adversely on the reputation or integrity of the Feather River Rail Society.

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Volunteers Responsibilities

Volunteers have played an active and important role in the Feather River Rail Society fsince its creation. It is incumbent on the staff and Board of Directors to be supportive of volunteers, receive them as fellow workers, and willingly provides them with appropriate training and opportunity for their intellectual enrichment and to provide proper safety, security and other assurances for the well-being of the volunteers serving Feather River Rail Society Portola Railroad Feather River Rail Society. The leadership of the Feather River Rail Society recognizes the value of the Feather River Rail Society's collection* (see *Note below), however, the value of the Feather River Rail Society's human resources must come first in matter of emergencies.

Volunteers have a responsibility to the Feather River Rail Society as well, especially those with access to the Feather River Rail Society's collections, programs and privileged information. Access to the Feather River Rail Society's inner activities is a privilege and the lack of material compensation for effort expended on behalf of the Feather River Rail Society in no way frees the volunteer from adherence to the standards that apply to paid staff. Volunteers must work toward the betterment of the institution and not for personal gain other than the natural gratification and enrichment inherent in Feather River Rail Society participation.

Although the Feather River Rail Society provides special privileges and benefits to its volunteers, volunteers should not accept gifts, favors, discounts, loans or other dispensations or things of value that are offered to them in connection with carrying out duties with vendors on behalf of the Feather River Rail Society.

Conflict of interest restrictions and gift policies placed upon the paid staff of the Feather River Rail Society should be explained to volunteers and observed by them. Volunteers must respect the confidentiality of any inside information to which their volunteer activities give them access.

Conflict of Interest

Volunteers should be prepared to accept the restrictions that are necessary to maintain public confidence in Feather River Rail Society’s and in the Feather River Rail Society profession. The terms and restriction listed in the *Code of Ethics,* as well as the reporting procedures and conditions of enforcement should be read and clearly understood by all volunteers.

Gifts. Favors Discounts. Dispensations

The Feather River Rail Society is committed to the highest ethical principles in all relationships with business suppliers. Any Feather River Rail Society volunteer who is authorized to spend Feather River Rail Society or Western Pacific Railroad Museum related funds should do so with impartiality, honesty, and with regard only to the best interests of the Feather River Rail Society.

Volunteers and others in a close relationship to them must not accept gifts, favors, loans, or other dispensations or things of more than trifling value that are valuable to them in connection with the volunteers duties for the Feather River Rail Society. Gifts of trifling value are deemed to be those novelty items with advertising identification affixed to them and a value of less than $25. Gifts include discounts on personal purchases from suppliers who sell or furnish services to the Feather River Rail Society, except where such discounts are regularly offered to others in the non-profit community or to the general public.

Responsibility to Feather River Rail Society Property. Real and Intangible

No volunteer should use, off Feather River Rail Society premises or for personal gain, any object or item that is a part of the Feather River Rail Society's collection or under the guardianship of the Feather River Rail Society, or use any other property, supplies or resources of the Feather River Rail Society except for the official business of the Feather River Rail Society. The name and reputation of this Feather River Rail Society are valuable assets and should not be exploited either for personal advantage or the advantage of any other person or entity.

Information about the administration or non-scholarly activities of the Feather River Rail Society that the volunteers may acquire in the course of their duties which is not generally known or available to the public must be treated as information proprietary to the Feather River Rail Society. Such information should not be used for personal advantage or other purposes.

Personal Collecting by Volunteers

The acquiring, collecting, and owning of objects is not in itself unethical, and can enhance one's personal knowledge and judgment. However, the acquisition, maintenance and management of a personal collection that relates to the Feather River Rail Society's Mission Statement by a volunteer can create an ethical question. Extreme discretion is required whenever a volunteer collects objects similar to those collected by the Feather River Rail Society.

Responsibility to the Collection

Volunteers of the Feather River Rail Society should not acquire objects from the collection* owned by or on loan to the Feather River Rail Society unless such transactions are available through a disposal process which is totally public in nature. Any such acquisitions must also be subjected to a formal disclosure procedure by the individual and institution. The protection of the Feather River Rail Society's collection should be a primary concern for all persons associated with the Feather River Rail Society.

*Note-for the purposes of this document, "collection" refers to all artifacts, structures, equipment, facilities and grounds of the Feather River Rail Society.

General Categories

Governance

The Feather River Rail Society's governing authority (Board of Directors) accepts the responsibility for the governance, institutional policies, financial stability, and legal accountability of the Feather River Rail Society in accordance with the Feather River Rail Society's Mission. The board of directors, staff and volunteers will endeavor to adhere to the following ethical principles:

*To ensure that all those who work for or on behalf of the Feather River Rail Society understand and support our Mission and public trust responsibilities.

*To be responsible that the Feather River Rail Society's administrative actions are based on factual information and sound business decisions that supports the Mission of the Feather River Rail Society.

*To establish and maintain professional standards and practices that inform and guide the Feather River Rail Society's operations.

*To articulate policies and procedures and practice prudent oversight of such.

*To promote the public good rather than individual financial or material gain.

*To keep policies, legal and administrative documents current, readily retrievable and systematic.

*To maintain adequate insurance coverage for Feather River Rail Society facilities, collections, and human resources.

Financial and Revenue Enhancement

*To insure that the Feather River Rail Society's financial resources are protected, maintained, and developed in support of the Feather River Rail Society's Mission.

*To maintain sufficient funding for the protection of the assets and operations of the Feather River Rail Society.

*To establish and maintain standard accounting procedures and records.

*Staff and volunteers involved in raising moneys or soliciting other contributions or gifts-in-kind on behalf of the Feather River Rail Society must do so with honesty as to the need for such contributions and guarantee that the donations will be used only for the donor's intended purposes.

*Gifts and/or donations should be solicited without the promise of opportunities or advantages not offered to all donors by previously defined guidelines.

*Staff and volunteers should hold confidential and leave intact all lists, records and documents acquired in connection with their fund raising efforts on behalf of the Feather River Rail Society.

*To accept commercial financial support only if it does not compromise standards of objective decisions that would logically support the Feather River Rail Society's Mission.

*To be involved with activities of marketing and sale of products, programs, services, and facilities in an acceptable way to produce support revenues and increase public awareness of and participation in the Feather River Rail Society's activities.

*To set fair prices for services and products that comply with national regulations regarding income-generating activities for not-for-profit organizations.

Human Resources

*To insure that all those who work for or on behalf of the Feather River Rail Society understand and support its Mission and public trust responsibilities.

*To make certain all those who work for or on behalf of the Feather River Rail Society understand and fulfill their responsibilities and are encouraged to act corporately, not as individuals.

*To be responsible to and representative of the interests of society as they pertain to the Feather River Rail Society's Mission.

*To maintain a relationship between Board, staff, volunteers and others in which shared roles are recognized and separate responsibilities are respected.

*To provide adequate staffing to meet established purposes and goals.

*To practice legal and ethical hiring and termination practices.

*The professional staff are identified in the public mind with the Feather River Rail Society and must consider all activities as a direct or indirect reflection on the Feather River Rail Society.

***To insure that professional decision are not delegated to anyone with less than adequate training and experience.**

*To seek outside professional expertise if such knowledge and/or skills are not available on staff of the Feather River Rail Society.

*To be courteous and objective in professional relations.

*To properly credit the work of other individuals and institutions.

*To protect confidential information regarding donors, security, private collections, negotiations, and personal confidences shared in the course of Feather River Rail Society duties.

*To respond readily to the public and share special knowledge with bonfire researchers.

Collections

The Feather River Rail Society Board, Staff and Volunteers believes in the preservation and maintenance of Feather River Rail Society structures, grounds and collection following professional standards and will endeavor to adhere to the following ethical principles:

*To preserve the Feather River Rail Society's physical resources as a first consideration; restoration second. Consideration may be given to methods of reconstruction and renovation if preservation or restoration are not possible or (for non-historic areas) practical.

*To protect the physical resources from deterioration or damage caused by weather or other natural, animal, or human intrusion.
*To establish and implement accepted techniques of retarding deterioration or damage of a physical resource through a program of on-going maintenance.

*To analyze the actual or anticipated threats to the physical resource prior to using measures or techniques that might alter it's historic properties.

*To protect original qualities or characteristics of buildings, structures, site, and/or collections, avoiding removal of any historic material whenever possible.

*To repair rather than replace deteriorated items wherever possible. In the event that replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement should be based on accurate duplication of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different items, buildings, structures, or materials.

*To surface clean physical resources with the gentlest means possible.

*To maintain and continue to develop safe, attractive, appropriate and physical-sound settings for the Feather River Rail Society's visitors and activities.

*To ensure that access to the site and collections is permitted and regulated.

*To enhance and continue the documentation and care of the Feather River Rail Society’s collections.

*To ensure that any acquisition, loan or disposal activities of the collections conforms to the Feather River Rail Society's mission and public trust responsibilities.

*To dispose of collections that are not related to the Feather River Rail Society's mission through sale or trade to other cultural institutions or at public auction. Any proceeds are restricted to the acquisition of new collection items or towards the preservation of Thatcher artifacts that are imperative to the mission and are in advanced stages of deterioration where professional care is required.

*To respect the unique and special nature of human remains, funerary, and sacred objects.

*To ensure that collections-related activities promote the public good rather than individual gain.

Image-Producing Resources Interpretative & Visitor Services

The Board of Directors, staff and volunteers believe in the interpretive development of the collections, programs, and visitor services that support the Feather River Rail Society's associated material culture, facilities, documented history and history of the period. We will endeavor to adhere to the following ethical principles:

*To offer a variety of on and off-site programs, tours, exhibits, publications, demonstrations and other activities which are consistent with the Feather River Rail Society's Mission and Vision.

*To provide interpretative opportunities that have been founded on sound scholarship, marked by intellectual integrity, and accurately reflects the facts and cultural context of the subject matter as they have been documented.

*To assure that the Feather River Rail Society's ethical interpretative responsibilities are not diminished for the sake of public entertainment or popularity.

*To safeguard that no interpretation shall put the collections at risk except as categorically delineated and specifically allowed within the Collections Management policy and procedures.

*To assure that activities encourage accessibility and broad public audience participation.

*To present activities that respect pluralistic values, traditions, and concerns.

*To provide high-quality visitor services designed to make the Feather River Rail Society, Portola Railroad Feather River Rail Society experience an enlightening and memorable one.

*To collaborate with other professional individuals and organizations in the planning and implementing of interpretative endeavors.

*To provide visitor services that encourage practical levels of comfort.

*To provide food and merchandise that is appropriate and contributes to the Feather River Rail Society's Mission and Vision.

*To provide opportunities and benefits for Feather River Rail Society, Portola Railroad's Feather River Rail Society Patrons which help to enhance their relationship with the Feather River Rail Society.

Physical Resources

The Feather River Rail Society Board or Directors, staff and volunteers believes in the preservation and maintenance of Feather River Rail Society, Portola Railroad structures, grounds and collection following professional standards and will endeavor to adhere to the following ethical principles:

*To preserve the Feather River Rail Society's physical resources as a first consideration; restoration second. Consideration may be given to methods of reconstruction and renovation if preservation or restoration are not possible or (for non-historic areas) practical.

*To protect the physical resources from deterioration or damage caused by weather or other natural, animal, or human intrusion.

*To establish and implement accepted techniques of retarding deterioration or damage of a physical resource through a program of on-going maintenance.

*To analyze the actual or anticipated threats to the physical resource prior to using measures or techniques that might alter it's historic properties.

*To protect original qualities or characteristics of buildings, structures, site, and/or collections, avoiding removal of any historic material whenever possible.

*To repair rather than replace deteriorated items wherever possible. In the event that replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement should be based on accurate duplication of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different items, buildings, structures, or materials.

*To surface clean physical resources with the gentlest means possible.

*To maintain and continue to develop safe, attractive, appropriate and physical-sound settings for the Feather River Rail Society's visitors and activities.

*To ensure that access to the site and collections is permitted and regulated.

Change Log:

Rev Number	Changes	By	Date
1	Initial Issue		7/21/2011
2	Changed to new format	Kerry Cochran	11/29/2017
3	Updated to reflect new review date add change log	Kerry Cochran	10/17/2021
4	Minor changes and update review date	Kerry Cochran	10/22/2026

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