



# **COLLECTIONS MANAGEMENT POLICY**

September 17, 2010

Whallonsburgh Grange Hall

Collections Care and Conservation Alliance

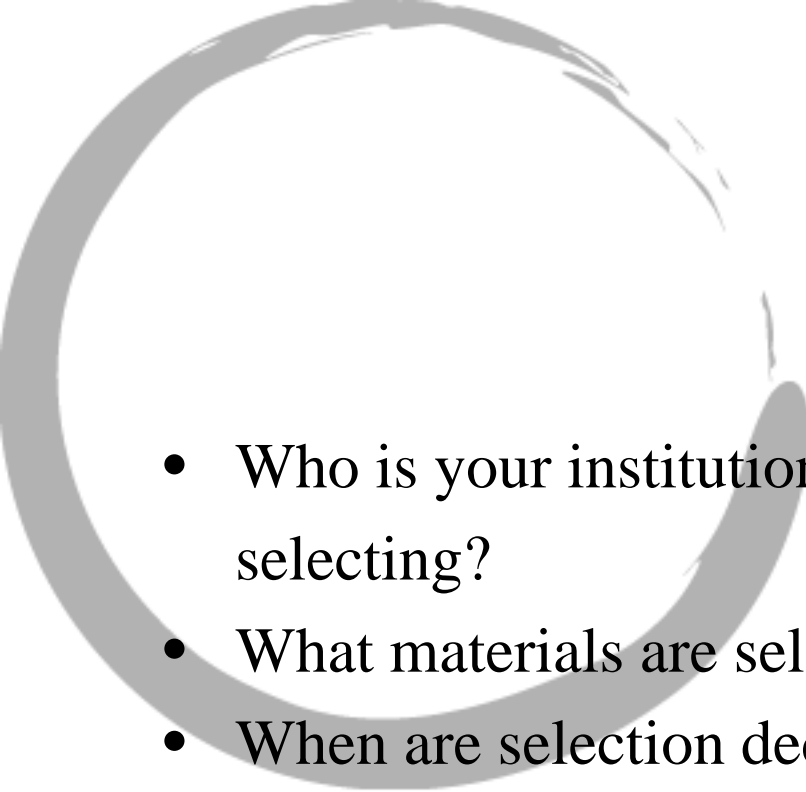



# Agenda

- Defining Collection Development
- Collection Development Policy
- Collection Development Plan
  - Collections and the organizations's mission and purpose
  - Selection criteria
  - Responsibility for selection
  - Client initiated collection issues
  - Intellectual freedom
- Tools for Collection Development
  - Knowing your Community
  - Knowing your Needs
  - Selection Aids

# Collection Development Policy

- A collection development policy should provide an overall view of what your institution/organization will be collecting and the extent of the your collection.
- A Collection policy needs to be general enough to be useable but detailed enough to communicate the collections purpose to the public and guide purchasing.

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- Who is your institution/organization serving & who is selecting?
  - What materials are selected?
  - When are selection decisions made?
  - Where will the material come from?
  - Why are these materials selected?
  - How can patrons be involved?

# Collections Policy Outline

- Introduction
- I. Mission Statement or Statement of Purpose
- II. Statement of Authority
- III. Collecting Plan
- IV. Definition of Collections
  - a. Buildings and Sites
  - b. Artifact Collection
  - c. Research Library Collections
  - d. Archeological Collections
  - e. Archival Collections

# Outline Continued

- V. Collections Management Activity
  - a. Documentation
  - b. Acquisition of Objects
  - c. Disposal- Deaccession of Objects
  - d. Access
  - e. Care and Maintenance
  - f. Risk Management
  - g. Security
  - h. Inventory Controls
  - i. Temporary Custody
  - j. Lending and Borrowing
- VI. Monitoring and Revisiting the Collections Management Policy
- VII. Appendices

# Provenance

- Fit the mission of your institution

# Storage

- Space
- Cost of Materials
- Climate Control





# Condition

- Type of Material?
- Future Conservation Treatment



# Accessioning

- Registration Methods
- Deed of Gift
- Loan Agreement
- Past Perfect Software
- Labeling

# Deaccessioning

- **AAM finds the decision of the NY State Board of Regents to permit museums to sell objects in their collections to cover operating costs disturbing, holding possibly severe ramifications for the museum field. Museums are all about public service, conserving their collections in the public trust. The potential to deaccession objects to raise operating funds is counter to the museum mission, while potentially eroding the trust and confidence of donors, patrons, financial backers and the public at large that trust is the coin of the realm for museums nationwide. Giving museums an out clause of the generally accepted ethics and standards of the museum field in times of financial exigency is a bad precedent and sends the wrong message to the public about the role and values of museums. The idea of just this one time is the beginning of a slippery slope. Since the first museum was founded on this continent in 1773, one axiom has always held true: the museum is there to preserve the collection; the collection is not there to preserve the museum. Museums have lived by this creed for more than 200 years, and contrary behavior affects the credibility of all museums and their integral role in our educational infrastructure**

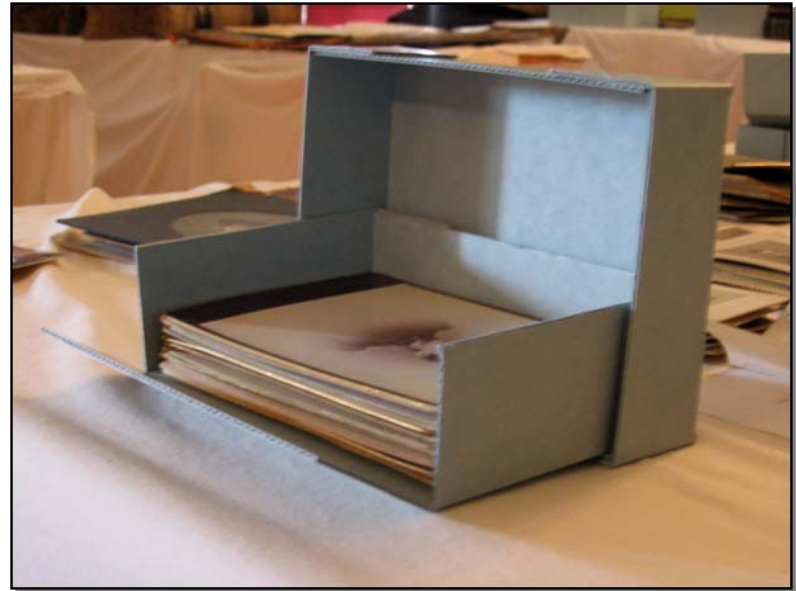
# Website information

- American Association of Museums
- California Historical Society-CMP

<http://www.californiahistoricalsociety.org/collections/COLLEC~1.PDF>

# Storage and Housing

- Boxes
- Textile Storage
- Glass Plate  
Negatives
- Painting/Framed  
Object Storage



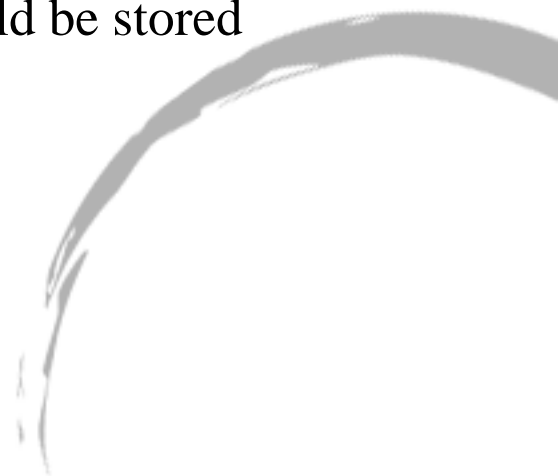
# Pest Management

- Physical Space

- ○ Collections storage should be a dedicated space and separate from exhibition areas, food preparation and consumption areas, staff offices, and other work areas.
- ○ Collections storage should be located in an interior room of the building.
- ○ All access to the storage area should be through an interior door.
- ○ Drop ceilings should be eliminated
- ○ Flooring materials should be made of easily cleaned material; ex: tile.
- ○ Artifacts should not be overcrowded.



## • Storage Equipment and Supplies

- ○ Storage equipment should be elevated at least 6" to permit cleaning.
  - ○ Cabinets should be properly placed and accessible for inspection and cleaning.
  - ○ All cabinets should have floors
  - ○ Cabinets should be white in color.
  - ○ All drawers in cabinets should be completely removable.
  - ○ All storage and packing supplies should be stored outside of collection storage areas.
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# Building Maintenance

- ○ The building should be routinely inspected for problems such as roof leaks, condensation, and leaking pipes and faucets. Repairs should be made immediately
- ○ All doors should be inspected on a regular basis and repaired.
- ○ Cracks in walls, floors and ceilings should be filed.
- ○ Collection storage areas should be kept clean and free of dust and clutter and vacuumed frequently.
- ○ All trash receptacles should be emptied frequently.
- ○ All cleaning supplies and equipment should be stored outside of collections storage.

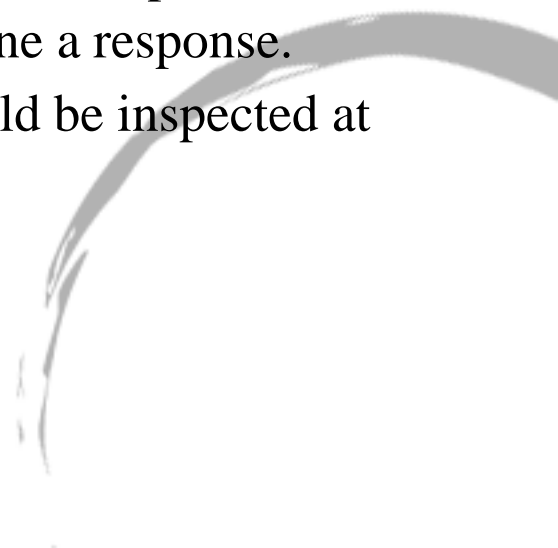




- **Collections Storage Maintenance**


- ○ Artifacts should be inspected thoroughly and determined to be pest-free before placement in storage.

- **Pest Awareness and Monitoring**

- ○ All staff should receive training in pest awareness.
  - ○ A pest monitoring program should be established.
  - ○ One person should be in charge to receive, report, and interpret pest monitoring data and to determine a response.
  - ○ All materials susceptible to pests should be inspected at least once a year.
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- Infestations

- ○ Infested material should be bagged and removed from storage areas. Pest should be eradicated by appropriate methods.
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# Web Resources- Collections Care

## Northeast Document Conservation Center

- <http://www.nedcc.org/resources/leaflets.list.php>
- <http://www.nedcc.org/resources/suppliers.php>
- <http://www.preservation101.org/session5/index.asp>
- Conserv O Grams- National Park Service
- [http://www.nps.gov/history/museum/publications/conservoogram/cons\\_toc.html](http://www.nps.gov/history/museum/publications/conservoogram/cons_toc.html)
- Council on Library and Information Resources
- <http://www.clir.org/pubs/reports/reports.html>
- Canadian Conservation Institute
- <http://www.cci-icc.gc.ca/crc/notes/index-eng.aspx>



# Collections Care and Conservation Alliance

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