

Collections Management Policy



Museums of Western Colorado

❖ Museum of the West ❖

❖ Dinosaur Journey ❖

❖ Cross Orchards ❖

Revised and Updated 2021
Board Approved: June 2021

❖ INTRODUCTION ❖

Mission Statement:

“The Museums of Western Colorado inspires and connects our community by championing the scientific and cultural heritage of the Colorado Plateau.” (Updated 2020)

Statement of Purpose:

The Museums of Western Colorado’s (MWC) Collections Management Policy is a part of a multi-piece document titled “The Collections Documents.” The purpose of The Collections Documents is to further clarify and refine the policies and procedures relating to the MWC’s collection and any matter relating to them.

The purpose of this Collections Management Policy is to clarify the scope of the collections of the Museums of Western Colorado; define acquisition, care, management, and use of collections according to professional best practice standards; ensure interpretation in keeping with the mission of the museum; and maintain consistency in care and management through future staff changes.

Scope of Collections:

The Museums of Western Colorado is a museum conglomerate that includes the Museum of the West, Dinosaur Journey Museum, and Cross Orchards Historic Site. As such, its collection is dependent on-site collecting scope. There is an additional Educational Collection, otherwise referred to as Community Use Collection, which includes history and natural history objects, and may include works of art as may be required.

In keeping with the mission and purpose of the museum, collecting should be restricted to those objects and images of cultural, historical, or technical significance that can contribute to the documentation and interpretation of the history and prehistory of the Colorado Plateau. Collections should reflect the breadth, depth, and complexity of the history and prehistory of the area, with efforts to acquire items to illuminate under-represented stories and groups.

The Museums of Western Colorado will obey all relevant federal, state, and international laws, and adhere to its Code of Ethics.

Art Collection:

Art collections include all media, including painting, drawing, printmaking, sculpture, ceramics, textiles, designers/crafts, and so on. Art collections include historic, prehistoric, and contemporary pieces.

Art collected should not be limited to Colorado artists. Instead, the Museum will collect art, historic and contemporary, from Native American tribes that currently or historically have resided in the Colorado Plateau or related areas. The Museum's collection allows for art to be accessioned from the following Native American groups: Diné (Navajo), Hopi, Zuni, Laguna, Acoma, Zia, Ute, Jemez, and San Ildefonso.

Consideration will also be given to non-native art from outside Mesa County and the Grand Valley, if it is able to relate to Mesa County or Grand Valley history, or if it builds upon or enhances MWC's established collection.

Archival Collection:

Archival collections should encompass the entirety of the Grand Valley and Mesa County. Consideration will be given to materials from other locations if able to relate to Mesa County or Grand Valley history, or if it builds upon or enhances MWC's established collection.

All eras of history within these areas will be collected, including contemporary history, prehistory, etc.

Archival collections must be relevant to our collecting area, have documented provenance, and be within our ability to house them. Archival collections may reflect larger national or international themes but should always focus attention on how those events affected life in the Grand Valley and Mesa County.

Archival collections are limited to specific types of artifacts. These include images, documents, rare books, maps, posters, manuscripts, letters, journals, newspapers, ledgers, archaeological reports, and other related objects.

Three-dimensional artifacts (as found in the History Collection or Natural History Collection) and works of art (as found in the Art Collection) are not to be housed in areas designated as Archival Collections.

Education/Community Use Collection:

Historical objects, natural history specimens, works of art, and cultural materials that do not meet criteria for regular accessioned collections may be added to the education collection.

These objects may be used for hands-on experience in the museum or for outreach activities.

Items may also be acquired specifically for educational use, including representative specimens, non-significant historical artifacts, replicas, reproductions, or props.

These objects will be identified with a CU (Community Use) number and, while they will not be considered formally accessioned, they will be documented in the database, so that their condition, location, and current use status may be tracked.

Items recorded as CU items do not need to be formally deaccessioned. However, any object in the Education/CU collection that is to be discarded should have its records removed from the database.

Records of discarded CU objects shall be kept for one year and may be discarded afterward. If the CU object is a part of a larger collection and is noted as such on a Gift Agreement or any other form of accession record, documentation of the CU object being discarded is to be added to the original records.

History Collection:

Historic collections should encompass the entirety of the Grand Valley and Mesa County. Consideration will be given to materials from other locations if able to relate to Mesa County or Grand Valley history, or if it builds upon or enhances MWC's established collection.

All eras of history within these areas will be collected, including contemporary history, prehistory, etc.

Historic collections are not limited to specific types of artifacts, so long as they are relevant to our collecting area, have documented provenance, and are within our ability to house them. Items may include furniture, portions of buildings, mining and agricultural equipment, images, documents, textiles, maps, musical instruments, weaponry, oral histories, archaeological specimens, etc. Artifacts may reflect larger national or international themes, but should always focus attention on how those events affected life in the Grand Valley and Mesa County.

Natural History Collection:

The natural history collections cover paleontological specimens, minerals, etc.

While specimens related to the Colorado Plateau's natural history are a major focus for the collection, minerals and fossils from throughout the world have a place in the collection, due to previous acquisition and the nature of studying Natural History.

Types of specimens include: invertebrate fossils (trilobites, fossilized leaves, petrified wood, etc.), vertebrate fossils (dinosaurs, reptiles, fish, mammals, etc.), and gems and minerals.

Items related to the mining history of the Colorado Plateau (including photographs, documents, artifacts from mines, etc.) are maintained as part of the history collection.

The Natural History Collections do not include human remains, taxidermy, study skins, fluid-preserved specimens, herbaria. These objects may be found within the Education, History, or Restricted NAGPRA Collection.

Restricted NAGPRA Collection:

The NAGPRA Collection is composed of materials that have been previously accessioned into MWC's collection that fall under the Native American Graves Protection and Repatriation Act. These include human remains, grave goods, and ceremonial or sacred objects relating to the Native American peoples and/or their ancestors.

The Museum shall not seek to expand this collection. This collection is not available to the public. These objects will not be used or displayed in any way, unless ordered by a court of law or requested by the related tribal members.

This collection will remain separate from all other collections and will only be made available upon request by Tribal Representatives or by order of court.

Volunteers, researchers, non-collections staff, and board members are not permitted to handle NAGPRA collections. Exceptions may be made if the aforementioned have been asked by collections staff to assist with the process of repatriating the objects within the collection.

The Museum shall seek to repatriate the entirety of this collection and will abide by regulations and law set forth by the Native American Graves Protection and Repatriation Act.

As a Colorado-based museum, members of collections staff should familiarize themselves with NAGPRA and the Colorado NAGPRA Process Protocol.

❖ **FEDERAL AND STATE COLLECTIONS** ❖

The Museums of Western Colorado retain an agreement with Federal and State agencies to act as a repository for Federal and State archaeological and paleontological collections. The archaeological collections are housed at the Museum of the West and the paleontological collections are housed at Dinosaur Journey.

❖ ACQUISITION & ACCESSIONING ❖

(For more on this, please see “Collections by Site: The Accession and Deaccession Process”)

Authority for Acquisition and Accessioning

Curators have the authority to make acquisition decisions for all objects valued below \$5,000. For acquisitions valued between \$5,000 and \$25,000, the Executive Director’s approval is required. For acquisitions valued above \$25,000, the Collections Committee must approve the acquisition. No restricted donation may be accepted without the Executive Director’s approval. No acquisition will be considered if restricted to permanent exhibition.

No other staff member, volunteer, or board member, as an individual or as a trustee, initiates actions relating to acquisitions, loans, or deaccessions.

Method of Acquisition

The museum acquires objects primarily through donation, purchase, exchange, bequest, abandonment, or field research.

Donations:

A Deed of Gift Form is filled out at the time of donation identifying the donor as having ownership and authority to make the gift and including a list and description of item(s) donated, and terms and conditions of the gift. The Deed of Gift is an official, legal document transferring ownership to the museum with the understanding that the museum will manage and care for the items according to the best judgment of staff, accepted professional standards, and the mission of the museum.

All donations are accepted as unrestricted gifts and the museum maintains sole discretion regarding care, use, display, storage, or disposition of the objects.

The Deed of Gift is dated and signed by the donor and the appropriate curator. Both parties retain a copy as a legal record of the gift. Any appraisals for tax deduction purposes are the responsibility of the donor.

Before beginning the accession process, the staff member that received the donation must fill out a Purpose of Accession Form, to document the purpose of adding the item(s) donated to the MWC’s collection.

Purchase:

The purchase of collections items may be suggested by curatorial and collections staff but must ultimately be decided by the Executive Director of Museums of Western Colorado.

All collections purchases must fall within (board approved) collections goals and plans, and only if there are adequate budgeted funds.

Funds for collections purchases come from specifically allocated budget lines and the sale of deaccessioned collections. Cash donations specified for the purchase of collections may also be accepted.

Documentation of purchase is required for every collection purchase. Documentation of purchases may include receipts, purchase orders, or cancelled checks, and will be retained in the file.

Before beginning the accession process, the staff member that suggested or approved the purchase must fill out a Purpose of Accession Form, to document the purpose of adding the item(s) purchased to the MWC's collection.

Criteria for Accessioning

Accessioning is the formal, legal process by which an object becomes a part of the museum's permanent collection. Accessioned objects, images, and documents have priority in the collection due to their unique, rare, and historical significance. They require strict accountability and receive the highest level of care. They are scrutinized for authenticity, and their physical integrity is of primary importance.

Acceptance obligates the Museum to furnish professional, long-term care for the object; to provide a stable, secure environment for it in both storage and exhibit situations; and to protect it from unnecessary handling, excessive light, and other damaging effects.

Accessioned permanent collections (works of art, artifacts, and specimens) should meet the following criteria:

- Be appropriate for the Museum's mission
- Be of museum quality
- Be legally owned by the donor
- Be legally obtained, including the appropriate permits (a copy of appropriate permits must accompany the donation)
- Not be forbidden items according to present state, federal, or international laws

The following should be considered in evaluating objects for acceptance into permanent collections:

- Local historical or other significance of the object

- Documentation (written or oral) of provenance or history
- Need for conservation
- Duplicate or support the existing collection
- Exhibit potential
- Available appropriate storage space
- Ability to preserve and care for object

Consideration of Physical Damage and Risk Exemptions

Prior to accessioning, careful examination should be done to identify and isolate any issues with damage, pests, mold, etc.

If the damaged items are deemed a risk to the established collection, the items should be immediately isolated in a designated Acquisition Quarantine Zone. A Condition Report should then be filled out to better document the extent of the damage and reason for quarantine. This document should include photos of the damaged items.

It is then assessed by the site Curator, Collections Manager, and/or Executive Director to determine what preservation or conservation steps should be taken, if any, to repair and preserve the damaged items.

If for any reason the item's preservation is decided to be beyond MWC's capabilities, the item shall be disposed of in a manner that follows museum standards at the time.

Damaged items that are a risk to collections, staff, or otherwise harmful to the Museum are not permitted within Collections Storage or Processing.

Accession Process

Prior to accessioning, collections staff should fill out a Purpose of Accession Form. Efforts should also be made at the time of acquisition to obtain all available information regarding provenance and history of the object, which information should be included in the record.

Acquired items should then be accessioned as soon as possible. Unless under extreme circumstances, acquired items should be accessioned within three months. An accession number is assigned to each object according to standard museum practice.

The number assigned to the object is then attached to the object in a physical manner. The form of number attachment is dependent on the material of the object (photos, pottery, textiles, etc.). Please see "The Site Base Accession Process" for more information.

Information is entered into the catalog database. The information entered into this database will include a detailed description of the item(s), documentation of condition, information on the donor and provenance, one or more photos that properly document the condition and appearance of the item(s), and any additional information required by the database. Efforts should also be made at the time of accession to establish a value of the object for insurance purposes.

All original documents regarding acquisition, accession, and any other applicable papers are to be filed into the appropriate site's Collections Records filing cabinets. A digital copy of these records are to be sent to the Collections Manager and stored on the Museums of Western Colorado's General Drive in a designated file location.

❖ DEACCESSION POLICY ❖

(For more on this, please see “Collections by Site: The Accession and Deaccession Process”)

Deaccessioning is the process by which an accessioned object is removed permanently from the museum's collections. The purpose of deaccessioning is to refine and improve the quality of the collection through the deliberate, cautious, and selective removal of previously accessioned objects that no longer serve the museum's mission.

Throughout the year, curators of each site will keep track of their proposed items for deaccession using the Quarterly Deaccession Tracking Form. The Collections Committee (comprised of curatorial staff, the Collections Manager, and the Executive Director) meet at the end of each quarter of the fiscal year to formally deaccession objects.

Objects approved by the Collections Committee that are valued at or over \$5,000 must be approved by the MWC's Board. The deaccession of objects valued under \$5,000 do not have to be approved by the Board, and can move onto the next step in the deaccession process, Disposal.

All deaccessions must be well documented and cataloged in both physical document files and the digital collections database.

The Collections Manager will keep an annual log of all deaccessions. This log will include the accession numbers, general description, dates of approval, reasons for deaccessioning, means of disposal, and other information as deemed necessary. At the end of every fiscal year, the Collections Manager will archive the deaccession log in Admin File Storage.

Criteria for Deaccessioning

Objects may be deaccessioned if they meet one or more of the following:

1. The object is outside the scope of the museum collection or is not relevant to the museum's mission.
2. The condition of the object has deteriorated to the point that it is no longer recognizable, meaningful, or useful.
3. The museum cannot properly store, preserve, or conserve the object or costs to do so would be prohibitive.
4. Its condition is detrimental to the condition of other objects in the collection or to persons.
5. Evidence has been found that an item is not authentic or genuine.
6. The object duplicates others in the collection and lacks significance.

7. The object is subject to a legislative mandate or was originally acquired illegally or unethically.

On occasion, other criteria may be suggested as reasoning for deaccession. Such suggestions must be approved by the Deaccession Committee and the reasoning for its approval documented.

Disposition & Disposal of Deaccessioned Objects

Disposition refers to all transactions by which title to outgoing objects is transferred to another entity. Disposal is the act of physically removing an object from a museum collection. The museum will permanently keep complete records of each deaccessioning decision and final disposition of the object.

Deaccessioned objects may be disposed of by one of the following methods:

1. Exchange, transfer, or sale to an appropriate museum or historical organization. *First priority before other dispositions.*
2. Re-designation as Educational/Community Use Collection for hands-on or outreach use.
3. Sale of the item. Proceeds will be used solely for acquisitions to the museum's permanent collection or for direct care of collections.¹
4. Absolute destruction.

Once the disposal method for the deaccessioned object is decided upon by the Deaccession Committee or the Board, the Collections Manager shall make note of the manner, date, purpose, and staff in charge of disposal.

Deaccessioned objects cannot be given or sold to museum board members, staff, volunteers, or their families.

¹ As defined in *Direct Care of Collections: Ethics, Guidelines, and Recommendations*, American Alliance of Museums, 2019.

❖ LOANS ❖

A loan is the temporary physical transfer of material without transfer of ownership. Loans may be outgoing from the museum's collections or incoming to the museum for specified purposes.

Only the curatorial staff in association with the Collections Manager, and with the approval of the Executive Director, have the authority to accept and transact loans and traveling exhibits. The curatorial staff and Collections Manager are responsible for supervising the completion of loan documentation, arranging shipping, arranging for insurance including shipping, and loan monitoring. The curatorial staff and Collections Manager keep other staff members informed about the period of loans and arrange loan extensions where needed.

The Museum will not accept, nor make loans, if it is determined that the item(s) to be loaned will not withstand travel, extra handling, or climatic changes.

Incoming Loans

The Museum will not accept incoming loans unless the owner can demonstrate ownership of the materials or has written permission of the owner to place the materials on incoming loan.

Materials will be accepted as incoming loans if they fit a demonstrated need (i.e., for an exhibition during the loan term), not with the hope that they will later be donated to the Museum.

All borrowed objects must be covered by a written agreement signed by the lender and borrower. (Incoming Loan Agreement). The form must give a detailed description of each object, state the manner in which the object will be used, the terms of the loan, and the dates the loan will be in effect. The work shall remain in the possession of the Museum for the time specified but may be withdrawn from exhibition at any time by the Museum. The Lender cannot withdraw the work during the period of the agreement without prior written consent of the Executive Director. Loan forms shall become part of the museum's permanent records.

The museum will exercise the same care with objects on loan as it does with its own objects. No portion of an incoming loan will be transferred to a location or person that has not previously been approved in writing by the lender. Borrower will undertake no modification of the object by cleaning, conservation, alteration, or repair without written prior permission of the lender.

Items on loan are identified according to the same format as accessions beginning with an IL (i.e., IL2022.1.1) and are to be categorized separately in CollectiveAccess.

The Museum assumes the right, unless specifically denied by the Lender, to photograph, videotape, and reproduce the work for documentation, publicity, publication and educational purposes connected with the exhibition and to produce slides or digital images of the work to be distributed for educational use. The general public will not be allowed to photograph works on loan to the Museum when so specified by the loan agreement.

Unless otherwise instructed in writing, the Museum will give credit to the Lender in any labels and publications as specified on the face of the agreement.

In cases where the loan is to benefit the Museum, unless the Lender expressly elects to maintain his/her own insurance coverage, the Museum will insure the work wall-to-wall under its own collections insurance policy against risks of physical loss or damage from external cause while in transit and on location during the period of the loan.

The period for which MWC possesses incoming loans, with few exceptions, shall not exceed two years.

All loans (incoming and outgoing) require a signed agreement and documentation of the specified loan period.

Loans shall never be accepted without a written agreement and a specified loan period.

Documentation of incoming loans should be included in the database and updated annually or upon any changes.

Unclaimed Loans and Abandoned Property

Any non-accessioned objects without documentation of legal ownership will be considered abandoned. Museum staff should make diligent attempts to contact previous owners or heirs of unclaimed objects on loan. Items should be evaluated according to Accession and Deaccession criteria listed above to determine if it is in the best interest of the museum to continue to possess and care for them. Abandoned objects may be accessioned into the collection or disposed of according to the methods described for deaccessioned objects.

Any decision involving the disposal or accession of abandoned property must be documented thoroughly and stored in the permanent files of the museum.

Pursuant to the 1988 Colorado Abandoned Property Act, Sections 38-14-101 through 38-14-112, Colorado Revised Statutes, material left for deposit/potential donation/loan for more than 120 days once the Museum has given proper notice of the termination of the deposit, may be claimed by the Museum as its property. Even when notice is not given, when seven years have passed without contact

between the Museum and the owner of the property and the owner's current address is unknown, the lender will surrender all property rights to the Museum.

Outgoing Loans

The Museum may loan to other non-profit museums or museum-like organizations. Decisions regarding such loans are to be managed by the Collections Manager and the appropriate Curator but must be approved by the Executive Director.

Loans require a Standard Facility Report, an Outgoing Loan form (from MWC) or an Incoming Loan Form or the equivalent (from the Borrower), and a brief description of the reasons for the loan. A Loan period should be specified in the Loan forms.

For all outgoing loans, the borrower must provide MWC with a Certificate of Insurance naming Museums of Western Colorado as additional named insured, as insurance is the responsibility of the party who benefits from the loan. Documentation of outgoing loans should be included in the database as well as the accession file.

❖ DOCUMENTATION OF COLLECTIONS ❖

The documentation of the museum collection defines legal custody, assists research, and records the history of an object once it reaches the museum. Collection records should be accurate, timely, complete, and secure. The museum shall maintain documentation of collections in perpetuity.

At the time of acquisition, the museum will attempt to obtain all available information regarding provenance and history of objects. Additional research may be conducted later and added to the record.

All information regarding the provenance and acquisition of the object must be documented thoroughly and honestly. All efforts will be used to document a collections piece properly so that future and present staff and researchers will be able to assess the importance of the piece.

Institutional knowledge, while important, should not be the foundation on which collections documentation is built. Staff is responsible for documenting all information found or given, down to the most minute detail. Staff will store all documented information with the appropriate accession files.

Photo-documentation of objects in the collections should be done at the time of acquisition. Objects already in the collection should be photographed for documentation of identity and condition.

Collections data is stored in a secure online system: CollectiveAccess. Electronic records will include at a minimum: accession records, catalog records, donor information, and location and inventory information.

All electronic records must include as much information as possible to better serve MWC's mission.

❖ ACCESS AND USE OF COLLECTIONS ❖

The permanent collection and related records will be made available to responsible parties for study, research, inquiry, and examination. The museum will make a good faith effort to expeditiously accommodate requests for access to collections and records. All persons requesting access will be supervised at all times and will be required to abide by site standards. Research requests are subject to fees. Fees vary and are dependent on time spent, scope of request, personnel required, copies, image use, and multiple other variables.

Fees are calculated by the Collections Manager or appropriate Curator. The waiving of fees is at the discretion of the aforementioned staff members.

Persons requesting access are encouraged to make use of online collections access, and to only inquire of staff if further information or images are needed. Internet access is available to some collection records and images. Museum staff will review such records to determine what information may be published on the Internet.

Museum staff are not obliged to assist inquiries that involve excessive time or cost to the museum. Museum staff are not obliged to assist inquiries that may result in the damage or loss of collections. Curatorial and collections staff retain the right to deny physical access to any collections and may deny digital access to materials that are restricted.

The Museum may not make available materials curated for federal repositories without the permission of the appropriate agency. Reproduction of materials whose use is restricted by law, institutional mandate, or by the donor is not permitted.

As each site is unique in its collections presentation and storage, more detailed information can be obtained from “Collections by Site: Access to the Public, Volunteers, and Staff.”

Truth in Presentation (Interpretation)

It is the responsibility of the museum and its staff to present the best current information about the collections it holds. Intellectual honesty and objectivity in the presentation of objects is the goal of the museum. The stated origin of objects or attribution of work shall reflect a thorough and honest investigation by museum staff and shall yield promptly to change with the advent of new facts or analysis.

❖ INVENTORIES ❖

Periodic inventory of the collection is necessary to ensure the ability to locate individual pieces and to assess the condition of objects.

Collections staff will collaborate with the appropriate Curator for each site to devise the best schedule and system for inventorying the collection housed at individual sites. The museum will retain inventory lists and records permanently.

As each site's inventory schedule and detailing will be unique, more detailed information can be found in "Collections by Site: Inventories."

❖ INSURANCE ❖

Museums of Western Colorado collections are insured to their full value. As collections are assessed, insurance coverage increases to more fully cover their value.

Incoming and Outgoing Loans should be insured Wall-to-Wall by the party benefitting from the loan.

❖ APPRAISALS ❖

Donations to the Museum are tax deductible, but the Museum Board, Executive Director, Staff, and Volunteers may not appraise objects for members for the public, including donors or lenders, for any reason. Donors interested in a tax deduction should work with a qualified appraiser to receive an appraisal before the object is conveyed to the Museum. Museum Board, Executive Director, Staff, and Volunteers may not appraise items as a service to visitors. Curators will undertake the valuation of objects for Museum insurance purposes only.

Staff may identify and authenticate objects (when they have the expertise) for professional or educational purposes and to comply with legitimate requests of professional or governmental bodies or their agents. However, staff members shall not identify or authenticate objects for individuals or organizations under circumstances that could encourage or benefit illegal, unethical, or irresponsible utilization.

❖ COMMITMENT TO CARE FOR COLLECTIONS ❖

The museum will care for objects in its permanent collection in perpetuity if they continue to meet the accessions criteria.

Upon accession, during inventories, and before exhibition, objects will be cleaned, their condition reported, and an updated photo included in both their physical accession file as well as their catalog record in Collective Access.

If ever the museum is unable to care for an object in its permanent collection, the museum may consider deaccession. In this case, a transfer of title to another institution is preferred.

Standard of Care

The museum has a responsibility to preserve and safeguard the collections it holds in trust. The museum recognizes the importance of preserving the collections records and other documentary materials supporting the collections. The museum shall provide the necessary preservation, protection, and security for all collections acquired, borrowed, or in the custody of the museum, including the information associated with the objects. The museum treats loaned objects with the same standard of care as permanent collections.

The museum will balance research, exhibition, and educational uses with the preservation requirements of collection objects to ensure that the museum maintains collections for future generations. Museum staff will instruct or supervise all persons who come into contact with collections, whether other staff, board members, volunteers, researchers, or visitors, in proper handling of collections.

Preventative Care

To the extent it is able, the museum will practice preventive conservation methods for the collections by providing safe, stable environments for storage and exhibition. The museum staff plans and executes activities, services, and programs to ensure the safety, security, and protection of the collections from the following sources of deterioration: Direct physical forces (earthquakes, wind, rain); theft and vandalism; fire and smoke; water from all sources, including plumbing, fire suppression, and severe weather; pests; contaminants; radiant energy such as infrared light, ultraviolet light and high-intensity visible light; temperature extremes and fluctuations; relative humidity extremes and fluctuations; and custodial neglect.

Conservation & Preservation

Risk management for museum collections requires the identification and elimination or reduction of factors that may cause loss, damage, or deterioration of collections. This includes potential hazards such as vandalism, human error, mechanical or operational failure, pests and natural disasters

The Collections Manager and Site Curators will develop a preservation plan specifying those areas or objects within the collections that need conservation improvements or treatments. Conservation actions will be taken when determined appropriate and feasible.

In order to prepare for possible emergencies such as fire, flood, and theft, the Museum also maintains an Emergency and Disaster Preparedness Plan.

❖ APPROVAL, REVIEW AND AMENDMENT OF POLICY ❖

Upon approval from the Board, this Policy will be in effect and replace any previous policy. This Collections Management Policy may be amended with the approval of the Museum Board. This Policy, and all aforementioned documents, should be reviewed by the Board every 5 years, and by the Collections Manager every year. This policy shall be made available to any interested person.