

Suggested outline for a collections management policy:

I. Statement of purpose and collecting objectives

- A. Mission statement**
- B. Collecting objectives (one or more statements, according to need)**
- C. The museum's role as a preservation and education institution, based on its collections**

II. Governance

- A. The election of trustees**
- B. Board of trustees responsibilities**
- C. Role of the executive director**

III. Additions to the collections

- A. Nature of ownership – how materials are acquired; documentation of restrictions on ownership**
- B. Criteria for acquisition**
- C. Authority for acquisition**
- D. Acquisition procedures (legal and ethical basics only)**

III. Removals from the collection

- A. Deaccession criteria**
- B. Procedure for removal (legal and ethical basics only)**
- C. Authority to effect removals**
- D. Disposal procedures (legal and ethical basics only)**

V. Loans and deposits of collections materials

- A. Criteria for lending and borrowing**
- B. Authority to lend and borrow artifacts**
- C. Lending and borrowing terms and conditions (the complete list)**
- D. Receiving borrowed objects**
- E. Preparing outgoing loans**

VI. Access to collections (simple basic statement)*

VII. Collections management (simple basic statement)*

VIII. Collections care and conservation (simple basic statement)*

* These statements do not even need to refer to other documents, but should express the museum's responsibility to do each action in a professional way.

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