This peer-to-peer training program is made possible by a grant from the U.S. Institute of Museum and Library Services (IMLS).

The Colorado Connecting to Collections initiative is managed by the Center for Colorado & the West at Auraria Library as a collaborative partnership with the Colorado Wyoming Association of Museums (CWAM), the Society of Rocky Mountain Archivists (SRMA), the Colorado State Library (CSL) and History Colorado.

The views, findings, conclusions or recommendations expressed in this program do not necessarily represent those of the Institute of Museum and Library Services.
Collections Management Policy

Defines Scope of Collection
Spells Out Who is Responsible for What
Defines How the Collection is Cared For and Used
Why is it Important?

Establishes Credibility
Demands the Highest
Legal, Professional and
Ethical Standards
Supports the Institution's Mission
Process is More Important Than Product

The Policy Should Reflect a Broad Understanding of Ethics and Procedures Under Which the Institution Operates

It Should Involve all Stakeholders as Stewards of the Collection
The Committee

Policy Cannot be Created in a Vacuum, Nor by an Individual
Policy Should Reflect a Combination of Staff Expertise and Governing Authority Commitment
Statement of Authority

Defines Governing Authority

Defines Staff and Committee Roles and Responsibilities

Identifies Who is Responsible for Legal and Fiduciary Matters
Code of Ethics

Set of Principles that Guides Decision Making and Behavior

Applies to Staff, Governing Authority and Volunteers
Scope of Collection

What the organization Collects and How Items are Used Can be Useful in Determining Future Growth
Categories of Collection

Categories Defined:
- Archives
- Permanent
- Research
- Education
Acquisitions and Accessioning

Defines Decision Making Process
Covers Transfer of Title, Copyright and Intellectual Property Rights
Deaccessioning and Disposal

Identifies Criteria for Removal From Collection
Identifies Decision Makers and Process
Defines Disposal Methods and Use of Sale Proceeds
It Has to Pass the Smell Test

Of course my feet smell. I'm a stink bug!
Loans

Identifies Who Can Borrow Artifacts From the Institution and Under What Conditions

Spells Out the Organization's Responsibilities When Borrowing Items
Objects in Custody

Identifies Procedure for Items Found in Collection or Abandoned by Owners

Should reflect State Abandoned Property Laws
Conservation and Care

Addresses Security, Environmental Conditions, Handling, Pest Control, Disaster Planning and Conservation Treatments
Insurance and Risk Management

Outlines Approach to Safeguarding the Collections

Specifies Types of Insurance Coverage
Access

Defines Who has Access to the Collections and Why

Spells out Public Access Criteria and Safeguards Based on Staff and Facility Capacity
Appraisals

Explains Reasons That Staff Cannot Provide Monetary Appraisals

Identifies What Level of Staff Authentication can be Provided
Legal and Ethical Considerations

Spells Out What Can be Collected and Exhibited and What Can't or Shouldn't Based on Laws Such as NAGPRA and Other Ethical Considerations