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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