

COLLECTION DEVELOPMENT POLICY EXERCISE

Introduction, Vision, and Mission

Name: _____

lead/governed by _____

and/or advised by _____

Collection focus: _____

Mission statement:

Collection Scope: 1-3 sentences that draw from the mission statement and make a clear statement of what will be collected.

The scope of the collection encompasses:

Current Priorities: A list of specific collecting priorities. This may be for a given time span and can be noted here.

Our current collecting priorities focus on:

Primary Collecting Areas: This is where you can spell out, in 1-3 sentences per item, specific subjects, groups, or regions of interest for the collection. For example: genealogy, church history and participation, Black cemeteries and gravesites, Black political leadership, slavery in the region, Black neighborhoods and integration, etc.

There are 5 primary collecting areas. These are:

1. _____
_____.
2. _____
_____.
3. _____
_____.
4. _____
_____.
5. _____
_____.

Types of Materials: This is where you can spell out specific types of materials to be donated. For example: photographs, artifacts, media (film, video, sound recordings, etc.), manuscripts, and books.

The following materials is collected : _____,
_____, _____,
_____, _____,
_____, _____,
_____, _____.

Languages: Optional field.

Materials are collected in the following languages:

_____, _____,
_____.

Out-of-Scope: Is there anything you want to make sure interested donors know that you do NOT collect? Types of materials you don't have capacity to preserve or topics that you know might come up?

Due to limited resources and a desire to retain our mission and scope, we are currently unable to collect in the following areas possibly due to a limited resources and preservation budget for collecting items that contain active mold, sticky shed syndrome, or that have been extensively reformatted.

Acquisitions: How will new materials be solicited?

Acquiring in-scope materials by the following methods:

Gifts, Bequests, Purchase, Loans and Deposits.

Restrictions and Use: How important is it that materials be open in the near-term to the public? To researchers? To be used in exhibit?

Materials can not be closed to researchers and utilization in exhibit and online access, beyond an initial period not to exceed ___ years.

Deaccession and Removal: How will you decide to remove or deaccession materials? Explicitly state here who has the authority to remove records.

If the material is discovered to be duplicative, out-of-scope, or in poor condition during the process of appraisal and description, _____ may choose to deaccession items. The process described in the gift agreement signed by the donor will be adhered to and materials will be either returned to the donor, disposed of, or moved to another collection.

Loans: Under what terms and conditions will a loan of material be made from the holdings of _____ to other institutions?

There are limited circumstances under which materials will be loaned to other institutions for exhibit. Our priority is to loan only to

_____.
_____ has the authority to agree to loans of materials to other institutions. _____ will not be made available for loan. Loans will only be permissible for ____ (days, weeks, months).

Formal loan requests may be submitted to _____ for further policies, along with information on shipping and handling responsibilities.

Access: *How will materials be made available for off-site use?*

It can take time to develop a process to make materials available for off-site use. These workflows may include an online catalog, digital exhibitions, and digitization services for patrons. Our priority is to make materials available for

_____.
Donor Contact: *Here is where you may include a request for other donors to the collection, along with any caveats about capacity or timelines.*

welcomes the opportunity to consider collection donations. It is our policy to have prior communication, review, and approval from _____ before original materials are brought on-site to be donated. Any unsolicited items sent to the museum will, unfortunately, have to be returned to the sender.

If you have historic materials that you believe would complement our collections, please contact _____. All submissions will be reviewed and a response made within ____ (weeks, months) to let you know the level of interest for pursuing the offer.