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INDIANA HISTORICAL SOCIETY COLLECTIONS ADVISOR

A RESOURCE FROM IHS LOCAL HISTORY SERVICES

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SPECIAL EDITION COLLECTIONS MINIVISOR: COLLECTIONS MANAGEMENT POLICY

By Karen DePauw, manager, IHS Local History Services

We all face the new reality of trying to do our work from home as we do our part to slow the spread of COVID-19. With this in mind, we thought it might be helpful to do a short-term weekly mini version called Collections Minivisor to give you some ideas of things you can do from home that still help propel our work with museum collections. These special editions will come out each Wednesday for the next few weeks and won't replace the monthly Collections Advisor, which will still be sent on the first of each month. If you have ideas for content, or if you would prefer not to receive the weekly editions but would like to continue to receive the monthly Collections Advisor, please email collectionsadvisor@indianahistory.org to let us know.



[John Herron Art Institute exhibit gallery, 1912](#) (Bass Photo Co Collection, Indiana Historical Society)

In the words of Julie Andrews "Let's start at the very beginning, a very good place to start." As collections folks it is easy to think that all of our work must happen in close proximity to the physical collection items. It is difficult to imagine what we can be doing at home. Well, one of the first things I would suggest is to look at your Collections Management Policy. If you already

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ONLINE RESOURCES

[Core Documents](#)
(American Alliance of Museums)

[Collections Management Policy Template](#)
(American Association for State and Local History, via Connecting to Collections)

[Essential Elements of a Collections Management Policy](#)
(Connecting to Collections Care recorded webinar)

[Insurance 101: Practical Considerations for Protecting Institutional Collections and Loans](#)
(Connecting to Collections Care recorded webinar)

[Insurance: How to Manage Your Organization's Risk](#)
(Connecting to Collections Care recorded webinar)

[Collection Advisors](#)
(Indiana Historical Society, Local History Services)

[Recorded Webinars](#)
(Indiana Historical Society, Local History Services)

[Museum Handbook Part I: Museum Collections](#)
(National Parks Service)

have one, this is a great time to make sure it is up-to-date. If you don't already have one, then, well, this is the perfect time to get started!

A Collections Management Policy should be the guide to your collections: how they are cared for; what is accessioned and deaccessioned; who can borrow objects and how; and a multitude of other guiding principles for the collection.

If you need an idea of where to start, you can find some links below to past Collections Advisors that handle topics associated with different portions of a Collections Management Policy. Along the right sidebar you will find a plethora of links to other helpful sites. And, if you have any questions or would like feedback on your policy, simply email Local History Services at localhistoryservices@indianahistory.org.

We are always here to help!

COLLECTIONS ADVISORS

[Collecting Difficult History](#)

[Components of a Collections Management Policy](#)

[Grave Matters: Grave Memorials and Burial Items in Museum Collections](#)

[Indiana's Property Law in Brief](#)

[Insuring Your Collection](#)

[Loaning Museum Objects](#)

[Starting an Institutional Archive](#)

[What about Collections Committees?](#)

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