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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.

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...
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?

This is a free publication. Anyone may subscribe.

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