

# Collections Management Policies: A Comprehensive Guide for the American Alliance of Museums

Collections management is a critical function for any museum. It involves the care and management of the museum's collection, which is a valuable asset that can include objects, specimens, documents, and other materials. Collections management policies are essential for ensuring that the museum's collection is properly cared for and managed.



## Things Great and Small: Collections Management Policies (American Alliance of Museums) by John E. Simmons

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The American Alliance of Museums (AAM) has developed a set of comprehensive collections management policies that provide guidance for museum professionals on all aspects of collections management. These policies are based on the latest research and best practices in the field of museum collections management.

This guide provides an overview of the AAM's collections management policies. It covers all aspects of collections management, including acquisition, accessioning, cataloguing, storage, conservation, and deaccessioning. This guide is an essential resource for any museum professional involved in the care and management of museum collections.

## **Acquisition**

The AAM's collections management policies provide guidance on the acquisition of new objects for the museum's collection. These policies cover all aspects of the acquisition process, from identification and evaluation of potential acquisitions to negotiation and Free Download.

The AAM's collections management policies emphasize the importance of acquiring objects that are relevant to the museum's mission and collection goals. The policies also require that museums conduct due diligence on potential acquisitions to ensure that they are not stolen or looted.

## **Accessioning**

Accessioning is the process of formally adding an object to the museum's collection. The AAM's collections management policies provide guidance on the accessioning process, including the documentation and registration of new objects.

The AAM's collections management policies require that all new objects be accessioned within a reasonable period of time after acquisition. The policies also require that museums maintain accurate and complete accession records for all objects in the collection.

## **Cataloguing**

Cataloguing is the process of creating a detailed record of an object in the museum's collection. The AAM's collections management policies provide guidance on the cataloguing process, including the use of standardized terminology and data fields.

The AAM's collections management policies require that all objects in the collection be catalogued in a timely manner. The policies also require that museums maintain accurate and complete catalogue records for all objects in the collection.

## **Storage**

Storage is the process of protecting and preserving objects in the museum's collection. The AAM's collections management policies provide guidance on the storage of objects, including the use of appropriate storage environments and materials.

The AAM's collections management policies require that all objects in the collection be stored in a safe and stable environment. The policies also require that museums monitor the storage environment to ensure that it is meeting the needs of the collection.

## **Conservation**

Conservation is the process of preserving and restoring objects in the museum's collection. The AAM's collections management policies provide guidance on the conservation of objects, including the use of appropriate conservation techniques and materials.

The AAM's collections management policies require that all objects in the collection be conserved as needed to preserve their condition and integrity.

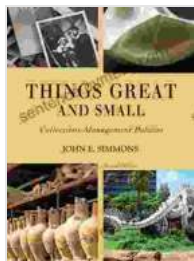
The policies also require that museums consult with qualified conservators to ensure that the conservation work is done to the highest standards.

## **Deaccessioning**

Deaccessioning is the process of removing an object from the museum's collection. The AAM's collections management policies provide guidance on the deaccessioning process, including the reasons for deaccessioning and the procedures for deaccessioning objects.

The AAM's collections management policies require that museums only deaccession objects when there is a valid reason for doing so. The policies also require that museums follow a rigorous process for deaccessioning objects, which includes obtaining approval from the museum's governing board.

The AAM's collections management policies are a valuable resource for museum professionals involved in the care and management of museum collections. These policies provide clear and concise guidance on all aspects of collections management, from acquisition to deaccessioning. By following these policies, museums can ensure that their collections are properly cared for and managed, and that they are accessible to the public for generations to come.



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