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**IDAHO DEPARTMENT OF PARKS AND RECREATION
POLICY AND PROCEDURES MANUAL**

PROCEDURE TITLE: Collections Management

APPROVAL: 

Director

OPERATIONS

Policy Owner

I. PURPOSE

- A. To establish minimum standards for the acceptance and management of collections.
- B. To supplement the Parks and Recreation Board's policies manual.
- C. To supplement applicable state and federal standards.

II. DEFINITIONS

- A. Collections: all artifacts, natural history specimens, fossils, rocks and minerals owned or controlled by the department.
- B. Collections Committee: includes park staff whose primary duty includes collections and who is trained in PastPerfect, MIS staff providing technical support, historic records coordinator, and others with pertinent expertise as determined by the director.
- C. Historic records coordinator: park staff position with Heritage experience working with MIS coordination.
- D. Scope of Collections: the type of the collections as determined by the park's focus.

III. STANDARDS

- A. Parks that maintain collections will have a collection management plan approved by the director to authorize the type and extent of their collection.
- B. Collections will be limited to those needed to fulfill the park's scope of collections statement. Park staff will only be involved in field collection projects within the park's scope when collections will become part of the park's permanent collection or will be on long-term loan to the park.
- C. Parks needing collection items for interpretation may strive to obtain them by donations, loans, trades, field collection, transfer, or abandonment. The department, as a rule, will not purchase collections unless recommended by the collections committee and approved by the director.
- D. Donated collections may be accepted by the park manager when the:

1. Item(s) fall within the park's scope of collections statement;
 2. Department is free to utilize or dispose of item(s) in accordance with professional deaccession standards;
 3. Donor does not require any credits or special restrictions;
 4. Donor does not request special fee consideration or use of facilities beyond one (1) year from date of donation;
 5. Park has proper storage space and available expertise to curate the item(s);
 6. Item(s) will not pose a physical threat to park's existing collection; or
 7. Item(s) will otherwise be approved in writing by the region manager.
- E. Parks may loan collection items to other qualified public agencies, museums, individuals, or institutions for research, educational or interpretation purposes when such items are not needed at the park or restricted from such loan. Loans to outside agencies must be insured by two times the appraised value. Insurance papers must be received by park prior to execution of loan.
- F. All loans (incoming and outgoing) of collections shall be for a specific period of time and will be documented fully.
- G. Parks will only house or maintain a collection owned by other agencies, organizations, or individuals when either;
1. The specific item(s) is on loan to the Department, or
 2. A curation agreement has been approved by the region manager to provide for long-term storage. Such arrangement will require the depositor to pay a fee, as approved by Department fee schedule.
- H. Parks maintaining a collection will document the collection as follows:
1. Origin (park possession/donor – where, when, and how).
 2. Description (written including a photograph or sketch for identification),
 3. Current status (location/condition/conservation),
 4. Accession number/catalog number,
 5. Restrictions (if any),
 6. Interpretive significance,
 7. Deaccession, and history
 8. Loan history.
- I. Copies of collection management report form and data computer disk will be forwarded annually to the designated department historic records coordinator. All data will be centrally located and maintained.
- J. Park staff will comply with currently accepted professional standards for collections management and exhibition.
- K. The department will conduct annual audits of park collections to verify proper collection management practices are followed.

- L. Each park maintaining collections will utilize the PastPerfect computer collection management system.
- M. Park procedures will adhere to federal and state guidelines (25 U.S.C. §3001-3013 and S.B. 128) addressing Native American Grave Protection and Repatriation Act.
- N. Employees will refrain from actively collecting in areas related to their employment. If such a collection is maintained, employees should follow the guidance of the American Association of Museums (AAM) Code of Ethics for Curators. All collections will be objectively maintained.
- O. The department will not knowingly or willfully accept or acquire any object collected or recovered in contravention of federal or state law or under circumstances that would support or encourage irresponsible damage to or destruction of the heritage resources. Documentation of legitimacy is required with all transactions.
- P. The department may only dispose of objects in accordance with the deaccession procedure outlined in the collections management policy/manual.

IV. PROCEDURE

- A. The department will adopt a standard catalog numbering system to be used for documentation of all department collections in all locations.
- B. Parks maintaining collections will have an approved collections management plan. Plans will be updated and re-approved every five (5) years.
- C. Collection management plans will contain the following information:
 1. Introduction (park theme),
 2. Scope of collections statement,
 3. Collection documentation timeframes and plan,
 4. Acquisition, loan and borrowing procedures,
 5. Appraisal and authentication information,
 6. Insurance information,
 7. Records (Pastperfect) procedures,
 8. Collection handling and storage standards,
 9. Storage/retrieval system (Pastperfect),
 10. Use of collection (exhibits, teaching, research access) statement,
 11. Inventory (Pastperfect),
 12. Emergency/disaster plan,
 13. Volunteer standards and procedures,
 14. Research standards and procedures,
 15. Fees (research, curation, etc.),
 16. Curation and repository agreements, procedures, and standards,
 17. Exhibit standards,
 18. Deaccession guidelines and procedures, and

19. Conservation guidelines.

D. All park collections will be documented in accordance with the collections management plan.