

## **Collections Management Policy**

*The American Alliance of Museums outlines a few key elements that should be considered in developing a Collections Management Policy (<http://aam-us.org/docs/continuum/developing-a-cmp-final.pdf>) . Based on these guidelines, please use this template to draft your own Collections Management Policy.*

## **Mission Statement**

- ❖ The museum of abandoned spaces strives to demonstrate the impact of abandoned spaces on culture and society while providing a visually stimulating experience.
- ❖ Demonstrate the impact of abandoned spaces on society

## **Code of Ethics**

- ❖ Abandoned, A Museum of Places and Spaces strives to educate about the social and environmental impact of abandoned places and spaces while still being respectful.

## **Scope of Collections**

- ❖ The museum collects picture of abandoned places, as more places are abandoned the more the collection will grow.

## **Accessioning Policy**

- ❖ The museum only collects pictures of abandoned places and spaces, no other type of artifacts will be accessioned.

## **Conservation and Risk Management**

- ❖ The museum utilizes an external hard drive to backup the virtual collection.
- ❖ The museum utilizes creative commons to find appropriate and legal artifacts.
- ❖ The museum constantly makes sure it is complying to fair use laws.

## **Documentation, Collections Records and Inventories**

- ❖ Dates: date created and date you accessioned
- ❖ Accession Number (with separate **group number** for each day/time you work on collection, EX: 2015.12.5)
- ❖ Original Source of Artifact (e.g. URLs)
- ❖ Current Location of Artifact - where you've saved it (don't rely on original URL!)
- ❖ Topic of Artifact
- ❖ Category of Artifact
- ❖ Media/Materials Used in Creation of Artifact
- ❖ Permissions to Use (if from donor) OR Evidence of Authenticity (e.g. how do you know source site is reliable)

- ❖ Title  
(title given by creator, appropriately italicized or in quotes, OR title given by you if no title by creator - indicate untitled in some way)
- ❖ Author/Creator of Piece
- ❖ Information/Summary about Artifact, at least 25 words

### **Access**

- ❖ The target museum audience is someone interested in architecture and the environment.
- ❖ Ms. Kruse and Mrs. Astuto will have access to my records, but I may include them in part of the museum.

### **Legal and Ethical Considerations, Intellectual Property**

- ❖ The museum is only using my own and creative commons with flickr for all my photos.
- ❖ The museum will make sure I will not trespass on private property.