



## Western Illinois Museum Collection Management Policy

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### 1.0 Mission Statement

The Western Illinois Museum nurtures our history and culture.

### 2.0 Collection Management

- 2.1 A Collection Committee of three persons, whose chair shall be a member of the Board, shall supervise the collection (acquisition, registration, preservation, and de-accessioning).
- 2.2 A curator or another designated individual shall be responsible for maintaining the records of the collection on the museum computer.

### 3.0 Acquisition

- 3.1 The Western Illinois Museum may add objects to its collection by means of gifts, bequests, purchases, exchanges or any other transactions by which title to the objects passes to the museum. Criteria for acceptance to the permanent collections include the following:
  - 3.11 Consistency with the museum's mission
  - 3.12 A clear title is available from the source of the acquisition
  - 3.13 Adequacy of documentation
  - 3.14 Acceptable condition
  - 3.15 Ability of the museum to properly care for and use the acquisition
  - 3.16 Educational, interpretive, and exhibit potential
  - 3.17 Duplicate(s) already in collection
- 3.2 All donations are tax deductible; however an appraisal of a gift is the responsibility of the donor.
- 3.3 The museum does not accept any gift it cannot use, but may assist prospective donors in finding an appropriate home for the object.
- 3.4 All donations become museum property and therefore must be outright and unconditional gifts to be used at the discretion of the museum.
  - 3.41 The museum accepts each gift without any condition that it be exhibited, either temporarily or permanently, or that the museum can keep the gift permanently.
  - 3.42 The museum reserves the right to restore, reconstruct, refurbish or repair any part of any gift.

- 3.5 In the event that a gift is tendered, but not accepted by the museum, it must be removed from the museum within thirty days of notification. All items not removed by this deadline shall become the property of the museum and shall be subject to disposal.

#### 4.0 Registration

- 4.1 Each item in the collection shall be assigned an accession number entered into an Accession File. This record shall contain all pertinent information about the item.
- 4.2 Items loaned to the museum for temporary exhibits shall be listed on a Temporary Loan receipt along with any conditions of the loan (responsibility of liability, time limits, etc.)

#### 5.0 Preservation

- 5.1 The staff members of the museum shall use their own skills or seek the expertise of others to incorporate the best techniques for the preservation of all items in the collection.
- 5.2 Any item that cannot be preserved, and will lose its integrity, shall be considered for de-accessioning.

#### 6.0 De-accessioning

- 6.1 Objects in the museum collection may be reviewed for disposal, sale, trade or donation for one or more of the following reasons:
  - 6.11 Lack of relevance to the museum mission
  - 6.12 Lack of historical relevance
  - 6.13 Absence of a clear legal title
  - 6.14 Damage or serious deterioration in condition
  - 6.15 Return of cultural property
- 6.2 De-accessioning would occur after appropriate review by the museum Accession Committee, who will supply the full board with a report of items de-accessioned quarterly. These objects could be offered to other museums or placed on sale at the museum or the open market.