

Collection Policy Key Things to Consider

Your Organisation's Mission Statement is the overall reference point.

**What collection are you building?
(themes, region, types of items...)**

**How do you know what to collect (acquire) into the core collection of significant items?
(Collection criteria)**

Will you also have a secondary or non-core collection of less important items?

Who in the organisation makes the decisions about what to collect?

What collecting methods will you use?

What protocols, ethical guidelines or regulations apply to your collection?

Will you borrow items into or loan items out from the collection?

How will you make the collection accessible to the public?

What records about the collections and collection process will you create and keep?

**What will you do about items that don't fit the collection policy?
(deaccessioning and disposal)**