

## ROCKY FORD HISTORICAL MUSEUM: Collections Management Policy

Rocky Ford Historical Museum

Rocky Ford, Colorado

### Mission Statement:

To preserve and share the rich history of Rocky Ford and its surrounding areas, inspiring connections between our past and the lives of people today.

7/25/2025

## **Collections Management Policy**

*Rocky Ford Historical Museum*

### **1. Purpose**

To ensure responsible stewardship of the museum's collections, this policy provides standards for acquiring, documenting, caring for, and exhibiting objects that reflect the heritage of Rocky Ford and surrounding areas.

### **2. Acquisition Procedures**

- All potential acquisitions must align with the museum's mission and Scope of Collections.
- The Curator may accession new items that fall within the scope of collections.
- Donors will complete a signed Deed of Gift form, transferring full ownership to the museum.
- Provenance and condition must be documented before acquisition.
- The Museum Board shall be notified of all acquisitions.

### **3. Documentation**

- Each accessioned item will be cataloged in the museum's Collections Management System (CMS) with accession numbers and unique object IDs.
- Records will include donor information, object description, condition reports, photographs, Nomenclature 4.0 lexicon, and legal documentation.
- Physical and digital records must be maintained and backed up regularly.

### **4. Preservation and Care**

- All objects will be stored and displayed under appropriate environmental conditions to minimize deterioration.
- Handling guidelines and conservation protocols must be followed by all staff and volunteers.
- Routine inspections will identify preservation needs, which will be prioritized by the Curator and reported to the Board.

### **5. Access and Use**

- Objects may be made accessible to researchers, educators, and the public under supervision.
- Loans to other institutions require Board approval and proper documentation.
- Reproduction for educational or promotional use must respect donor agreements and copyright laws.

## **Deaccession Guidelines**

### **1. Criteria for Deaccessioning** Objects may be considered for removal from the collection if they:

- Fall outside the Scope of Collections
- Lack provenance or historical significance
- Are duplicates or in irreparable condition
- Pose hazards to people or other objects

### **2. Review and Approval**

- There must be a written recommendation for deaccessioning, including justification and proposed method of disposition.
- The Board of Trustees must review and formally approve all deaccessions.

### **3. Disposal Methods**

- Return to donor (if stipulated in original agreement)
- Donation or transfer to another nonprofit institution
- Educational use or exhibition outside permanent collections
- Destruction, only if beyond conservation or use
- Long-term storage

### **4. Ethics and Transparency**

- No Board member, employee, or volunteer may acquire deaccessioned items for personal benefit.
- Deaccessioned materials may not be placed for sale.
- If there becomes a desire to place an item or items for sale, a change in this policy is required by vote of both the Rocky Ford Museum and the Rocky Ford City Council. Then all sales must be individually approved by a 2/3 majority of board members. No sale shall be made to members of the board, their families, members of the city council, or anyone else that may be deemed to have a conflict of interest. All sales must be made public.
- Funds from any sale of deaccessioned materials, if applicable, must be used solely for collections care or acquisitions.

### **5. Recordkeeping**

- All deaccession decisions and actions will be permanently recorded in the CMS and board meeting minutes.