

January 1, 2010

Park Directive 6110

## COLLECTION POLICY

This document establishes policies and guidelines for the creation and maintenance of permanent collections of Arkansas State Parks. It also outlines policies and guidelines pertaining to accessions to those collections, following DF&A fixed assets policy.

### I. DEFINITIONS

- A. **Collections** - Objects owned by a museum, acquired and preserved because of their potential value as examples, as reference material, or as objects of aesthetic or educational importance (G. Ellis Burcaw, Introduction to Museum Work, p. 4).
- B. **Object** - A material, three-dimensional thing of any kind. "The paper bag contained three objects."
- C. **Museum Object** - An object in the collections of a museum, collected for its own sake. For example, a cassette tape collected as such and not for whatever sound might have been recorded on it. "The curator brought a museum object with him."
- D. **Specimen** - Usually synonymous with museum object but properly having the connotation of an example or sample; a representative member of a class of objects. "The sedimentary rock exhibit needed a limestone specimen."
- E. **Artifact** - An object produced or shaped by human workmanship or possibly, a natural object deliberately selected and used by a human being (for example, a shiny pebble picked up on the beach and carried as a good luck charm); a cultural specimen. "The archeologist examined the tray of rocks to see if it contained any artifacts."
- F. **Work of Art** - Something of aesthetic importance created by a human being. Works of art (for example, a symphony) are not necessarily art

objects. "Her clay pot was a work of art, but so was her cherry pie, or, for that matter, her dancing."

Each park will compile its own park-specific Collection Policy. This will include the completion of Sections II through VIII as listed below.

If the park presently has historic structures within its collections or is anticipating the addition of historic structures it will be necessary to follow the HISTORIC STRUCTURES POLICY (PD 6210).

## **II. COLLECTIONS MANDATE**

All items collected and preserved by the park as part of its permanent collection should be relevant to the established and approved institutional mission. In general, collection materials will be kept as long as they retain physical integrity, authenticity, and usefulness for the mission. Materials which fail this test should be deaccessioned (see MUSEUM DEACCESSION POLICY, PD 6170)

## **III. COLLECTION MISSION**

Each park will write a Collection Mission based on its established and approved institutional mission. The mission will be reviewed by the Regional Supervisor and Manager of Park Operations for comment and recommendation to the Director of State Parks.

## **IV. COLLECTION PRIORITIES**

Each park will compile Collection Priorities on the types and origins of objects to be added to the permanent collection based on the existing collection, Collection Mission, and the following priorities:

- A. Subject Matter
- B. Geographic Origin

## V. COLLECTION CATEGORIES

Collection Categories (i.e. types of collections designated by usage - accessioned and non-accessioned) will be established for each park/museum based on the existing collections and on the Collection Mission and Collection Priorities as well as the Interpretation Mission and Priorities (see INTERPRETATION MISSION AND RESPONSIBILITY, PD 5000 AND INTERPRETATION POLICY AND PLAN, PD 5005 and DF&A FIXED ASSETS POLICY).

## VI. ACCESSION REQUIREMENTS

The term "accession" includes the acquisition of objects by gift, purchase, exchange, or any other transaction by which title to incoming materials is transferred to the park/museum. Temporary physical transfers of materials that do not involve a change in ownership are termed loans (see MUSEUM INCOMING LOAN POLICY, PD 6150). (See Attached Deed of Gift, 0900 MUS 209 01/10.)

### Conditions for Accession

- A. Parks will not accession objects to which conditions have been attached. All donations and purchases will be considered the unconditional permanent property of the park to be used at the park's discretion. In those rare instances where an exception might be advisable, the decision resides with the Director of Arkansas State Parks, on the recommendation of each park's Superintendent.
- B. Parks will not accession objects as long-term or "permanent" loans; short-term loans are stipulated in the INCOMING LOAN POLICY (PD 6150).
- C. Parks will only accession objects which meet established documentation standards (see COLLECTIONS DOCUMENTATION POLICY, PD 6130). Objects that fail to meet these standards may be acquired for non-accessioned collection categories.

Items already in the collection which do not meet documentation standards will remain part of the collection until such time as they are deemed unacceptable (see DEACCESSION POLICY, PD 6170, MUSEUM PROPERTY ACT, PD 6300).

## VI. LEGAL CONSTRAINTS ON ACCESSIONS

Objects shall be accessioned only when they have been collected, exported, and imported in full compliance with the laws and regulations of the country of origin, the federal government of the United States, and the State of Arkansas.

## VII. PROFESSIONAL ETHICS AND STANDARDS OF PRACTICE

The park will adhere to the following Codes of Ethics:

- A. Code of Ethics, Department of Parks and Tourism Employee Handbook.
- B. Code of Ethics for Museums, American Association of Museums, 1994

Replaces PD 6110 dated August 1, 1998

Related PDs: 5000 Interpretation Mission and Responsibility  
5005 Interpretation Policy and Plan  
6150 Incoming Loan Policy  
6170 Deaccession Policy  
6210 Historic Structures Policy  
6300 Museum Property Act  
DF&A Fixed Assets Policy

APPROVED BY



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