



## Best Practices for Creating and Updating Your Collection Policy

An updated and relevant collection policy is important in caring for your collection. Its purpose is to help shape your collection so that it meets the mandate and purpose of your museum. This means these policies need to be reviewed to ensure they are still relevant. This workshop will cover how to craft/update a collection policy, when the policy should be reviewed and updated, and how to create guidelines for deciding whether or not objects fit into that policy.

A collection policy provides the answers to these questions:

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	<b>WHAT</b>	
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	<b>WHERE</b>	
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	<b>WHY</b>	
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### Participants to the workshop will:

- Understand the importance of having a relevant and up-to-date collection policy
- Understand how to create and update their collection policy
- Understand how to create guidelines for updating the policy
- Understand how this policy will impact the accessioning and deaccessioning process
- Be prepared to review and update the collection policy at their museum