

Active Collections Action Plan

1. Gather supportive peers who are committed to a new approach
2. Understand your collection in relation to the people you serve
3. Write a poetic collecting scope statement
4. Tier your collection and start prioritizing time and resources accordingly
5. Calculate the cost for preserving each object in your collection
6. Extract objects in Tier 5 from rest of collection and set them aside for eventual deaccession. Start the clock on “found in collection” law for these objects.
7. Extract objects that should be in the teaching/exhibit props collection instead of the permanent collection. Store these in a separate place and mark them as such.
8. Extract any Native American artifacts for special care
9. Extract objects in Tier 4 from rest of collection and set them aside for eventual deaccession. Start the clock on found in collection law for these objects
10. Develop small poetic experiments with objects in Tiers 1 through 3
11. Apply “More Product Less Process” approach to inventorying and your collections database, prioritizing Tiers 1-3.
12. Resolve ownership issues related to accession, deaccession, found in collection, and donor information