



Policy Title:	Collections Policy
Policy Number:	FM-3-114
Responsible Office:	Finance, Operations and Strategic Planning
Responsible Position:	Director of Campus Planning and Development

I. Policy Statement

UMass Lowell currently owns and intends future acquisition of art, archives, artifacts and objects of creative, academic, technical and historic value. These objects require careful management of documentation, care and maintenance in order to meet commonly-accepted standards of care for museums, libraries and academic institutions.

The following policy will provide a collections management environment that meets commonly accepted practices, and will encourage the increased growth and development of UMass Lowell Collections. It will also provide support to all departments holding valuable collection-quality objects for the classification, documentation and maintenance of those materials.

II. Purpose

- Provide an administrative framework for UMass Lowell Collections
- Apply industry-accepted standards of care and best practices to the acquisition, management and documentation of objects in UMass Lowell collections
- While keeping UMass Lowell departments as curators and repositories of their collections, establish committees to provide oversight and administration of collections
- Appoint an administrative entity to administer the collections program and provide expertise to the Collections Committee and Executive Cabinet regarding management, curation, and planning for UMass Lowell’s collections programs.
- Provide a means of coordination with University Advancement, the Provost’s Office, academic and administrative departments and Executive Staff for management of the donation process and reporting requirements

III. Scope

- This policy pertains to objects that will be or are intended to be formally accessioned into UMass Lowell Collections, as well as objects that are loaned internally or externally as part of academic or institutional loans or exhibits.
- The maintenance portion of this policy does not apply to objects that are owned by UMass Lowell that are not intended to be accessioned into UMass Lowell Collections, as determined by the Collections Committee.

IV. Definitions

- a. *Accession*: The process of formally adding objects of creative, academic, technical and historic value to the permanent collections of the University. Accessioning creates a permanent record of an object, assemblage or lots received from one source at one time for which the University has custody, right, title, and assigning unique control number to said object, assembly or lot.
- b. *Acquisition*: The process of acceptance of objects or materials that may or may not be intended to be accessed into UMass Lowell Collections.
- c. *Archive*: A Collection of records or data relating to the activities of a person or group of persons, business, institution, association, historic event or era. For the purposes of this policy, *archive* shall mean a special collection of records or documents that have significant historic or curatorial value and which require separate management from the normal University Library holdings because of their value, their condition, their potential for public display or the conditions under which they were acquired by the University. No set of archival matter shall be entered into the Collections unless a scope of collection has been prepared for it.
- d. *Art*: An expression or creation of artistic skill, including but not limited to painting, music, literature, multimedia installations, sculpture, drawing, printing, video, and imaging.
- e. *Artifact*: A physical object created by a human being. For purposes of this Policy, an item of historic, cultural or technological value worthy of academic research, teaching or University display.
- f. *Collection, Scope of Collection*: Typically defined by a Scope of Collections Statement, a *Scope of Collection* identifies the type(s) of objects to be collected by the University and why it does so. The scope statement is intended to guide University acquisition and investment in new or existing objects, assemblages or lots of material. A *Collection* is a formal group of objects unified by themes, material, or content, and having creative, historic or technological significance that are worthy of specialized care by the University.
- g. *Collections Committee, Collections Committee Chairpersons*: The Collections Committee Chairpersons shall serve jointly and equally and be appointed by the Chancellor or the Chancellor's assigns and shall represent the Provost Office and the Senior Vice Chancellor for Finance, Operations & Strategic Planning. Committee members shall be assigned by the Chancellor or the Chancellor's assigns and shall also include a representative from Facilities, a representative from the University Library, a representative from University Advancement, 2 faculty members (including one faculty member from Art and Design) and one external expert.
- h. *Collections Manager*: An individual reporting to the Office of the Provost with responsibilities as detailed within this Policy. The various functions of the Collections Manager may be assigned as a component of job responsibilities to existing or future employees at the UMass Lowell.
- i. *Collections Manual*: A manual providing operational guidance and templates for recording, checklists, procedural forms for the accession, deaccession, documentation, verification, maintenance of objects in University collections and objects entering or leaving UML departments as part of internal and external loan programs.
- j. *Collections Registry*: A formal database documenting all objects in University

- Collections, including but not limited to detailed physical descriptions, location, photographs, scholarly comments and analysis, condition reports, provenance, appraisals, records of acquisition and proof of ownership, repair history and proposals for repair, documentation of deaccession where appropriate. Internal, incoming and outgoing objects that are part of loan programs shall also be included in the registry.
- k. *Deaccession*: The administrative process of removing an accessioned object from the University collections, and the process of disposal of the object after it has been removed.
 - l. *Departments*: All academic and administrative departments of UMass Lowell.
 - m. *Standards of Care*: The generally accepted legal, ethical or professional obligations regarding stewardship, diligence, skill, and quality of practice regarding art, artifacts and archives management for those Collections covered by this policy. Generally recognized Standards of Care are described by nationally recognized professional museum, archive and library organizations, including the American Association of Museums “National Standards & Best Practices.”
 - n. *UMass Lowell*: Includes the main campus as well as all of its off-campus facilities, programs, and related operations.

V. Procedures

- a. University Departments will report the location, description and extant documentation of all art, artifacts and special archival material currently owned or on loan to the Collections Committee.
- b. University Departments will work with the Collections Committee to develop Scopes of Collection for objects currently owned or potentially acquired by the University.
- c. The Collections Committee shall determine whether a donated object or material should be included in the UMass Lowell Collections. All proposed donations of objects of creative, academic, technical and historic value shall be reported to the Collections Committee prior to UMass Lowell acceptance using the initial Reporting of Pending Donation Form included in the Collections Manual
- d. All potential accessions and deaccessions of items in Collections will be processed through this Collections Management Policy.
 - i. Items will be reviewed and approved by the Collections Committee prior to acceptance by the University.
 - ii. All incoming items will be fully documented as to provenance, value, condition, ownership and right of title, prior to acceptance.
 - iii. All incoming items will be evaluated for proper storage and or display location, and the cost associated with such placement, including but not limited to handling and moving, furnishings, architectural improvements, signage, security and other installation costs.
 - iv. At the advice of the Collections Committee, adequate funding for maintenance, conservation, storage, installation, display or expenses related to the donation to the Collections may be requested of the donor, or other UMass Lowell funding source identified as a condition of acceptance of the gift.
- e. Moves, changes in condition, damage, potential repairs and other events affecting objects in the Collections will be reported to the Collections Manager and the

- Committee in a timely manner. These actions and events will be fully recorded in the Collections Registry by the Provost's Office or its designee.
- f. The Collections Manager will coordinate, apply and develop collections practices at the University in accordance with the Collections Plan and the Collections Manual.

VI. Responsibility

- a. Governance by the Chancellor or the Chancellor's designee:
 - i. Appoint Collection Committee members from the University and from outside the University possessing pertinent expertise and academic experience.
 - ii. Review and approve items for accession and deaccession with an estimated value over \$10,000.
 - iii. Review and approve proposals for annual administrative and operational budgets from the Committee.
 - iv. Review and approve program administration and operation budgets, including proposals for special conservation or research projects related to the Collections.
- b. Provost or Provost's Designees:
 - i. Hire and supervise the Collections Manager (subject to approval and funding of the position).
 - ii. Maintain the Collections Registry (database). Supervise inventory control of art, artifacts and archives in the Collections and Collections Registry.
 - iii. Consult with respective Departments and the Collections Committee to recommend items for accession or deaccession from the Collections.
 - iv. In coordination with the Collections Committee, establish Standards of Care, policies and procedures for Collections.
 - v. In coordination with respective Departments, identify works of art, archives and artifacts intended for use in public display regarding content, historic and intellectual interpretation, quality, placement and logistics.
 - vi. Provide expertise regarding Collections management.
 - vii. Document interdepartmental, intradepartmental and loans to/from other institutions in the Collections Registry.
- c. Collections Manger:
 - i. The Collections Manager will report to the Provost or the Provost's designees and will coordinate, apply and develop collections policies in accordance with the Collections Plan and the Collections Manual.
 - ii. An Interim Collections Manager will report to the Committee Chairperson representing Finance and Operations until a Collections Manger is approved, funded and employed.
- d. Advancement:
 - i. Provide representation on the Collections Committee.
 - ii. Provide timely guidance concerning incoming or potential gifts for accessioning into the Collections to the Provost and the Collections Committee.
 - iii. In cooperation with University departments, verify that gifts intended to be accessioned into Collections are fully documented.

- iv. Provide the Provost Office and the Collections Committee with documentation on gifts and donations of Collection material to be entered into the Collection Registry.
- e. Collections Committee:
 - i. Approve annual reports summarizing Scopes of Collections, status of the Collections, potential acquisitions and proposed upcoming expenditures for administration, maintenance and operational costs of the Collections.
 - ii. Coordinate procedures and policies
 - iii. Consult with Departments, the Provost's office and University Advancement to evaluate potential gifts for accessioning into the Collections.
 - iv. Develop, maintain and annually review Collection management policies and manuals.
 - v. Provide technical assistance to Departments to secure qualified conservators to evaluate objects and execute conservation work.
- f. Facilities Management-Planning
 - i. Serve in interim capacity as staff for the implementation of this policy, until a Collections Manager is approved, funded and appointed.
 - ii. Provide representation on the Collections Committee.
 - iii. Identify spaces, furnishings and equipment appropriate for receiving, storing, processing, displaying and exhibiting University Collections.
 - iv. Provide technical support for evaluation of existing collection storage and display environments.
- g. Departments Holding Collections:
 - i. Administer the Standards of Care set forth by the Collections Committee and report on the Collections to the Collections Registry and Manager.
 - ii. Recommend Accessions to the Collection Committee.
 - iii. Report annually to the Committee on the status of the Collections they hold.
 - iv. Develop budgets for the care of Collections they control.
 - v. Identify spaces for Collections to be stored and exhibited, with the Assistance of UML Facilities Management.
 - vi. Provide expertise regarding Collections management.
 - vii. Report changes and provide data for the Collections Registry (database).
 - viii. Coordinate submission of documents, forms, committee reviews and other logistics of donations relating to Collections in coordination with University Advancement.
 - ix. Assist with administrative paperwork, surveys, logistics, reviews and reporting.
 - x. Coordinate with UML Facilities Management to identify spaces, furnishings and equipment appropriate for receiving, storing, processing, displaying and exhibiting University Collections.
 - xi. Document interdepartmental, intradepartmental and loans to/from other institutions to the Provost Office for inclusion in the Collections Registry.

VII. Attachments

- a. UML Collections Plan
- b. UML Collections Manual

VIII. Related Policies, Procedures and Announcements

- a. UML-1-100 Policy for Creating and Establishing UMass Lowell Policies
- b. UMass T96-073 UMass Inventory Control Policy

Effective As Of:	November 2018
Next Review Date:	November 2021