

COLLECTIONS

GOAL	SOLUTION	STEPS	RESPONSIBILITY	DEADLINE	PRIORITY LEVEL
Improve collection storage and exhibit environment	Temporary off-site storage	Allocate rental fees	Cheryl Keim, LWSPS	Fall 2004	1
		Locate suitable location	Cinnamon Catlin-Legutko	Winter 2004	
		Pack and move collection	Staff, volunteers	Spring 2004	
	Re-locate collection storage to Carriage House	Complete Carriage House	Cinnamon Catlin-Legutko	Spring 2005	
		Integrate collection storage furniture	Cinnamon Catlin-Legutko	Spring 2005	
	Commission replicas	Ironwork restoration/replicas	Cinnamon Catlin-Legutko	Spring 2006	
		Clothing replicas	Cinnamon Catlin-Legutko	Spring 2006	
	CAP Assessment	Apply for grant	Cinnamon Catlin-Legutko	December 1, 2003	
Align collection management procedures with AAM standards	Gain documented title to collection	Follow IN museum property law	Cinnamon Catlin-Legutko	Spring 2006	2
		Registration forms with proper signatures	Cinnamon Catlin-Legutko	Spring 2006	
	Formal policies, plans and procedures	Regular inventories and complete catalog of collection (including photodocumentation)	Staff, volunteers	Spring 2006	
		Collection policy and registration forms	Cinnamon Catlin-Legutko	Spring 2004	
		Disaster preparedness plan/emergency procedures	Cinnamon Catlin-Legutko	Fall 2004	
		Loan policy	Cinnamon Catlin-Legutko	Spring 2004	
		Exhibit policy	Cinnamon Catlin-Legutko	Fall 2004	
		Collecting plan	Cinnamon Catlin-Legutko	Winter 2005	
		Conservation planning	Cinnamon Catlin-Legutko	Winter 2005	
		Deaccession policy	Cinnamon Catlin-Legutko	Winter 2006	
		Ethics policy	Cinnamon Catlin-Legutko	Spring 2004	
		Establish Collection Committee	Cinnamon Catlin-Legutko	Winter 2006	
		MAP II Assessment	Cinnamon Catlin-Legutko	December 1, 2004	
		Create active loan and collecting program	Incoming loan program	Borrow from locals/collectors and other museum collections for exhibits	
Acquisition budget	Allocate funds		Board	Winter 2003	