

THE AAM GUIDE TO COLLECTIONS PLANNING

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Figure 1: Sample Outline for a Collections Plan

Executive Summary

Preamble:

- Purpose of collections plan

- Audience for the document

- Authority: how the plan was developed, who participated, who wrote it

Setting the Stage:

- Museum mission or statement of purpose

- Museum vision

- Overview of major points of current strategic plan

- Relationship of collections plan to other museum policy and planning documents

Intellectual Framework (vision for the collection)

Analysis of Existing Collection

- Description/scope

- History

- Strengths and weaknesses: gap analysis

- Connections to other institutions and their collections

Shaping the Ideal Collection

- Priorities for acquisition and deaccessioning

- Strategies for acquisition and deaccessioning

- Criteria for acquisition and deaccessioning

Implementation Strategy

- Action steps

- Timeline

- Assignment of responsibilities

Evaluation

Reviewing the Plan