

CURATORIAL FACILITY CERTIFICATION PROGRAM

Benchmarking Excellence

The Curatorial Facility Certification Program (CFCP) identifies and recognizes museums and repositories that demonstrate responsible collections care and management. The CFCP is a multi-stage process that benefits the curatorial facility in a number of ways. The program is open to any curatorial facility not just those holding state-associated held-in-trust collections or those planning to acquire state-associated held-in-trust collections. Certification enhances a facility's reputation by illustrating its ability and willingness to hold itself accountable for collections care and management.

Benefits of Certification

- Demonstrates accountability and increases prestige of the curatorial facility
- Recognizes that the curatorial facility has achieved current professional standards as defined by the state government
- Projects a positive image to staff, researchers and the public
- Assists in the creation and sustaining of professional relationships with other curatorial facilities
- Focuses the curatorial facility on its mission and scope-of-collections
- Creates unified goals
- Promotes the review and creation of policies, procedures and practices
- Enhances teamwork
- Provides a benchmark for performance
- Promotes leadership and professional development
- Facilitates fundraising endeavors
- Allows the curatorial facility to continue to receive and hold state-associated collections
- Provides the curatorial facility with enhanced discretionary control concerning state-associated held-in-trust collections

Eligibility for the Curatorial Facility Certification Program (CFCP)

1. Fit the definition of a museum or repository
2. Have a written mission statement, statement of purpose, and scope-of-collections
3. Have a written collections management policy

Curatorial Facility Certification Program Process

Application—Apply to the program using the CFCP application form provided by the THC.

Self-Evaluation—Upon approval of the application, the curatorial facility proceeds to the Self-Evaluation. The Self-Evaluation consists of an in-depth assessment by the applicant curatorial facility of its governance, collections, resources, polices, procedures and plans. The applicant has six months to complete and return the Self-Evaluation questionnaire.

Field Review—A Field Review visit is conducted by the CFCP coordinator after satisfactory review of the Self-Evaluation. The CFCP coordinator completes a written report of the visit and submits a recommendation regarding certification to the THC's executive director for review.

Consideration by the Commission—The commission reviews all information and makes a final decision regarding the certification of the curatorial facility.

Curatorial Facility Certification Program documents and more information about the program may be found online at: www.thc.state.tx.us. Go to *Archeology* then *Curatorial Facility Certification Program*

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