



## **GUIDELINES**

The Curatorial Facility Certification Program is designed to certify curatorial facilities holding or wishing to hold collections that are held-in-trust for the State of Texas and its agent the Texas Historical Commission (THC) and for those other facilities who wish to achieve a standard of excellence in collections care and management.

Completion of the Curatorial Facility Certification Program Application by the curatorial facility is the first step in the certification process. For assistance with any part of the process, please contact the Curatorial Facility Certification Program Coordinator at ph. (512) 463-6096. When the Application is completed please return it, along with copies of the required documentation, to:

Curatorial Facility Certification Program Coordinator  
Texas Historical Commission  
P.O. Box 12276  
Austin, TX 78711

When the application is received, the THC staff evaluates it for completeness and inclusion of required documentation. After the evaluation, a recommendation on whether the curatorial facility may continue with the certification process is made to the Executive Director of the THC. The Executive Director makes the final decision and the curatorial facility is informed of the decision in writing. A successful application starts the curatorial facility on the second step in the certification process, that of Self-Evaluation.

## **REQUIRED APPLICATION DOCUMENTS**

Four documents are required to be submitted to the THC along with the Curatorial Facility Certification Program application form. These are:

### **Mission Statement**

The Mission Statement is a written statement that articulates the fundamental reasons why the curatorial facility exists.

### **Statement of Purpose**

The Statement of Purpose is a written statement comprising a concise definition of the curatorial facility's overall aims and objectives.

### **Scope of Collections**

The Scope of Collections is a written statement that specifies the range of object types the curatorial facility will accept, along with other specifications such as regional or temporal foci.

### **Collections Management Policy**

The Collections Management Policy is a comprehensive written integrated document that describes what, why, and how a curatorial facility collects. It is a public document that articulates an individual curatorial facility's professional standards about collecting and care of collections.

Some curatorial facilities may have a Mission Statement, a Statement of Purpose and a Scope of Collections statement as stand-alone documents. Others may incorporate them into the facility's Collections Management Policy. This is a matter of institutional preference and for the purpose of certification either format is appropriate. **What is most important is that all four documents are included and submitted with the application form. If they are not, the application process will be delayed.**

## **COLLECTIONS MANAGEMENT POLICY CHECKLIST**

The following checklist is provided to aid the curatorial facility in drafting or reviewing/revising a Collections Management Policy. It does not have to be returned with the application form. Each item on the checklist is a required criterion that must be addressed in the Collections Management Policy of a curatorial facility wishing to become certified, as defined in the Texas Administrative Code Title 13, Part II, Chapter 29.6(d)(4)(C) (see *Handbook*, p. 120).

Use the criteria and standards in the Collections Management Policy section of the *Handbook* (pp. 32-42) to ensure all of the CFCP required statements are included in the Collections Management Policy submitted. Each criterion and standard must be addressed. For example, a statement addressing who approves destructive analysis loans is required in the Collections Management Policy. Make sure that such a statement is made in *your* Collections Management Policy.

**Failure to do the above will incur a deficiency factor for incomplete or sub-standard policies.**

Written Collections Management Policies are required to address:

- Acquisitions
- Scope of Collections
- Legal title
- Held-in-Trust agreements
- Contract of Gift
- Accessioning
- Deaccessioning and disposal
- Cataloging
- Loans
- Destructive loans
- Inventory
- Insurance
- Appraisals
- Access to collections
- Record keeping
- Collections care
- Conservation
- Emergency Preparedness
- Integrated Pest Management
- Security

## **ELIGIBILITY CRITERIA**

Please read the following definitions and check that which best describes your institution:

**Repository:** a permanent, not-for-profit education or research-oriented agency or institution, having a professionally trained staff that provides in-perpetuity legal housing and curation of records and collections.

**Museum:** a legally organized and permanent not-for-profit institution, essentially educational in nature, having a formally stated mission, with a professionally trained staff that uses and interprets objects for the public through regularly scheduled programs and exhibits; with a program of documentation, care and use of collections or tangible objects; and having a program of maintenance and presentation of exhibits.

\_\_\_\_\_ Museum                      \_\_\_\_\_ Repository

**Financial Support**

Please check the appropriate category:

Public:    \_\_\_\_\_ Federal    \_\_\_\_\_ State    \_\_\_\_\_ County    \_\_\_\_\_ City  
                  \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Private:    \_\_\_\_\_ Foundation    \_\_\_\_\_ Church  
                  \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**SIGNATURE OF AUTHORIZATION**

By signing, we the Director and Chair or Equivalent Reporting Officer of the applicant curatorial facility's governing body confirm that the application for certification has been considered formally and approved and that the information on this document is accurate to the best of our knowledge. We agree that application for certification constitutes agreement by the applicant curatorial facility to consent to and abide by the decisions of the THC.

\_\_\_\_\_  
Signature  
Director/Chief Executive Officer

\_\_\_\_\_  
Signature  
Chair Board of Directors/  
Equivalent Reporting Officer

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**REQUIRED DOCUMENTS ENCLOSED**

Please check for documents enclosed and complete the page number reference.

- \_\_\_ Mission Statement
- \_\_\_ Statement of Purpose
- \_\_\_ Scope of Collections Statement
- \_\_\_ Collections Management Policy

	Yes	No	Page
Acquisitions	_____	_____	_____
Scope of Collections	_____	_____	_____
Legal title	_____	_____	_____
Held-in-trust agreements	_____	_____	_____
Contract of gift	_____	_____	_____
Accessioning	_____	_____	_____
Deaccessioning and disposal	_____	_____	_____
Cataloging	_____	_____	_____
Loans	_____	_____	_____
Destructive loans	_____	_____	_____
Inventory	_____	_____	_____
Insurance	_____	_____	_____
Appraisals	_____	_____	_____
Access to collections	_____	_____	_____
Record keeping	_____	_____	_____
Collections care	_____	_____	_____
Conservation	_____	_____	_____
Emergency Preparedness	_____	_____	_____
Integrated Pest Management	_____	_____	_____
Security	_____	_____	_____

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**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*

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