

**223—13.4(303) Management of collections.**

**13.4(1) *Areas of responsibility.*** All bureaus may have responsibility for collections care and management and will cooperate with each other on behalf of the collections.

**13.4(2) *Collections committee.***

*a.* Responsibilities. The collections committee shall act to:

(1) Develop and annually review a collecting plan, from staff recommendations, which shall identify primary areas for active solicitation of additional collections;

(2) Establish general parameters, from bureau recommendations, for collecting, within which materials may be collected without further referral to the collections committee;

(3) Review and act on requests from all bureaus concerning potential acquisitions which might involve materials whose care would involve more than one bureau;

(4) Review and act on requests from all bureaus concerning potential major acquisitions that might involve a significant investment of staff time, storage space, or financial resources;

(5) Review and act on requests for restrictions on donations;

(6) Review and act on questions concerning the collections referred to the committee by any member of the staff with the knowledge of the staff person's supervisor;

(7) Approve loans requiring extraordinary indemnification;

(8) Approve extraordinary collection access requests;

(9) Approve methods for the disposition of materials anonymously left to the society; and

(10) Approve all loans from the collections to government offices except for routine record requests from state government agencies.

*b.* The actions of the committee shall become effective within ten working days after the minutes of the committee meeting are received by the administrator, unless an action of the committee is specifically reversed by the administrator in writing to the chair of the committee. The committee may request an earlier decision by the administrator if the nature of the recommended action requires it.

*c.* The committee shall recommend actions to the administrator of the society for approval and referral to the board of trustees of the society concerning materials to be deaccessioned from the collections.

*d.* Composition. The committee shall consist of seven members. The members shall include the following:

(1) Archivist from the staff of the society, appointed by the division administrator;

(2) Museum curator from the staff of the society, appointed by the division administrator;

(3) Librarian from the staff of the society, appointed by the division administrator;

(4) Community programs staff representative from the staff of the society, appointed by the division administrator;

(5) Member of the board of trustees, appointed by the president of the board of trustees;

(6) Member representing the public appointed by the president of the board of trustees; and

(7) One member from the staff, appointed by the administrator of the society. The administrator of the society is an ex officio, nonvoting member of the committee.

*e.* Organization of the committee.

(1) Members of the committee shall be appointed for two-year staggered terms which coincide with the state fiscal year.

(2) The committee chair shall be appointed by the administrator of the society from among the committee members who are staff members of the society.

(3) The committee shall meet on a quarterly basis. The meetings shall be called by the chair. Additional meetings may be called by the petition of any three voting members of the committee.