

**Heritage Lakewood Belmar Park**

# **Collections Policy Highlights**

**Approved 2019**

**Updated/Revised 2022**

## **I. Introduction**

### **A. Mission**

HLBP connects the community to 20th century history (1901-2000).

### **B. Vision**

City of Lakewood residents and visitors should benefit from the events, programs and experiences at HLBP.

### **D. History & Legal Status**

HLBP (originally the Belmar Museum formed by the Lakewood Historical Society) opened in 1976 and the City of Lakewood now owns a collections of over 40,000 photographs, books, archives and three-dimensional objects.

### **G. Purpose of Collections Management Policy**

The purpose of the collections policy is to be a general guideline to guide museum decision-making for determining object donations, care and removal from collections.

### **C. Staff & Committees**

Personnel related to collections currently includes the HLBP Administrator, the Museum Curator, between one-four Assistant Curators of Collections and between two-ten volunteers and interns. This team also determines which objects will be added or removed from the museum's permanent collection.

## **III. Scope of the Collections**

### **B. Collections Strengths and Weaknesses**

Strengths: textiles, health and wellness, agriculture and community culture.  
Weaknesses: men's clothing, water-themed objects, city incorporation, Denver Ordnance Plant/Federal Center, Lakewood-specific artifacts and objects representative of an inclusive community. The permanent collection of HLBP is currently very strong in several areas. The collection includes over 4,000 textiles, over 1,200 objects related to health and wellness, over 1,000 artifacts related to agriculture and almost 1,000 artifacts related to community culture.

### **C. Parameters: Geographic, Temporal, and Usability**

#### **1. Geographic**

- a. Primary Range: City of Lakewood
  - b. Secondary Range: Jefferson County and Colorado
  - c. Tertiary Range: Related to nationwide or worldwide events that affected the residents of Lakewood, Colorado
2. Temporal
    - a. The 20th century, defined as 1901-2000
3. Usability

Objects will only be collected if they can be used for exhibition, education/programming and/or research.

#### **IV. Categories of Collections**

Heritage Lakewood Belmar Park has several categories of collections including the permanent collection, the teaching collection, the reference collection and props/replicas.

#### **V. Acquisitions and Accessions / Deaccessions and Disposal**

##### **A. Means of Acquisition**

Items may be acquired by any of the following means: donation/gift, bequest, purchase, exchange, field collection or adoption of abandoned objects or unclaimed/old loans. Any objects left in the care of HLBP for longer than seven years without any loan or donor contact information are considered by state law to be the property of the museum. HLBP considers relevance, usability, storage space and people/monetary resources, condition, authenticity, provenance, scope, ethics, ownership, duplication and safety when determining whether or not to accept an object for the collection or when deaccessioning (removing an object) from the collection. Deaccessioned items are transferred to HLBP's teaching collection, donated or exchanged to other museums or non-profits, sold to other museums or at public auction or discarded.

#### **VII. Loans**

HLBP participates in incoming and outgoing loans for exhibit purposes. Staff cares for and tracks such loans just as they would with HLBP collections, including insurance coverage by City of Lakewood. HLBP does not accept "permanent loans" for unspecified or unlimited amounts of time. Any members of the public wishing to

donate an object must speak first with the Museum Curator or an Assistant Curator of Collections and fill out a Temporary Deposit form, or make an appointment for a future time to speak with a staff member.

### **VIII. Collections Care**

Collections staff regularly performs the following duties: inventory, documentation of the collection, objects handling, environmental monitoring and control including building cleaning and pest management and temperature and relative humidity monitoring and control.

### **IX. Documentation**

All activities within collections are documented including acquisitions and loans, oral histories, use of collections for photographic reproduction, cataloguing, database management and deaccessioning

### **X. Access and Use**

The collections are available to the public through exhibitions, programming and research. The following staff members have keyed access to the Conservation & Preservation Building, the Exhibit Preparation area in the Museum Offices and the Museum Curator's office: the HLBP Administrator, the Museum Curator and the Assistant Curators of Collections.

### **XIII. Statement of Ethics**

In accordance with ethical guidelines staff members will not provide appraisals, will not compete with the museum for acquisition of artifacts, will disclose to the HLBP administrator any 20th century-based collecting activity, will not store any objects belonging to staff at the museum and will not purchase deaccessioned objects except at a public auction.

### **XIV. Policy Review and Revision**

This policy shall be reviewed and revised every five years, or at any time when significant changes in the Museum's programs, interpretation or mission require updates to the Collections Policy.