

Table of Contents

Introduction: How to Use This Toolkit	3
What Are the Core Documents?.....	4
Why Core Documents?.....	5
What Are the Required Elements?	6
The Document Life Cycle	6
<hr/>	
Mission Statement	8
What and Why.....	9
Required Elements.....	9
Anatomy	10
Exercise: Does Your Mission Measure Up?	11
Common Problems and Pitfalls.....	17
Review/Revision.....	17
Resources.....	18
<hr/>	
Institutional Code of Ethics	19
What and Why.....	20
Required Elements.....	21
Anatomy	22
Sample Outline	26
Exercise: What Ethical Issues Could Your Museum Face?	28
Exercise: Are You Covered?	28
Common Problems and Pitfalls.....	30
Review/Revision.....	30
Resources	31
<hr/>	
Strategic Institutional Plan.....	32
What and Why.....	33
Required Elements.....	33
Anatomy	34
Sample Outline	37
<hr/>	
Exercise: Engaging Stakeholders in the Planning Process	38
Exercise: Assess Your Plan like a Pro	39
Common Problems and Pitfalls.....	40
Review/Revision.....	40
Resources.....	41
<hr/>	
Disaster Preparedness and Emergency Response Plan	42
What and Why.....	43
Required Elements	43
Anatomy	44
Sample Outline	48
Exercise: Create Your Risk Profile	50
Common Problems and Pitfalls.....	52
Review/Revision.....	52
Resources	53
<hr/>	
Collections Management Policy.....	54
What and Why.....	55
Required Elements	56
Anatomy	57
Sample Outline	61
Excercise: CMP Bingo! Analyzing Your Museum's Collections Management Policy	62
Exercise: Deaccessioning and Disposal	63
Common Problems and Pitfalls.....	67
Review/Revision.....	68
Resources	68
<hr/>	
Create Your Core Documents Action Plan	70
<hr/>	
Additional Resources	78