

GOAL II – Protect and Enhance Collections

OBJECTIVE 1: Build the new Collections Center

TIMELINE	STRATEGIES
	<ul style="list-style-type: none"> Complete the (25-year) Master Plan for the campus, which includes Collections Center, consulting feedback and/or approval from internal stakeholders. Assigned: Est. Cost:
DONE?	STEP 1: Obtain Board approval.
DONE?	STEP 2: Obtain membership input.
	<ul style="list-style-type: none"> Finalize proposal for Collections Center site and distribute to external stakeholders for feedback and/or approval. Assigned: MNA Director, Facilities Manager Est. Cost:
DONE	STEP 1: Obtain NPS approval
In Process	STEP 2: Obtain City/County approval.
In Process	STEP 3: Determine exact footprint of building.
In Process	STEP 4: Determine which buildings will be impacted.
	<ul style="list-style-type: none"> Prepare site for new Collections Center. Assigned: MNA Director, MNA Architect, Facilities Manager, Collections Manager, Associate Collections Manager, Registrar, Collections Staff Est. Cost:
Fall 2006	STEP 1: Determine on-site location for temporary housing of Fine Arts and Botany Collections.
Winter 2006-07	STEP 2: Prepare (alarms, windows boarded, keying) temporary storage for Collections.
Spring 2007	STEP 3: Move Fine Arts and Botany Collections to temporary storage.
Summer 2007	STEP 4: Demolish or move buildings and make other site preparations.
	<ul style="list-style-type: none"> Construct new Collections Center. Assigned: MNA Architect, Facilities Manager, Collections Manager Est. Cost:
Summer 2007	STEP 1: Begin construction of new building.
Summer 2008	STEP 2: Move collections into new building.
Summer 2008	STEP 3: Consolidate dispersed archives into new building.
	<ul style="list-style-type: none"> Purchase compactors and storage furniture for new Collections Center. Assigned: Collections Manager, Development Director, Library Staff Est. Cost:
DONE	STEP 1: Submit Save America Treasures (SAT) grant for Archaeology and Biology Collections cabinetry.
3 October 2006	STEP 2: Submit NEH grant for Stabilizing Humanities Collections for compactors for new Center.
1 October 2006	STEP 3: Submit IMLS-CP grant for Ethnology Collections cabinetry.
15 November 2006	STEP 4: Approach IMLS-MFA for new computer software?
17 July 2007	STEP 5: Submit NEH Documentation grant to purchase archive storage furniture identified by Consultant Archivist for new Center.
14 August 2007	STEP 6: Submit NEA grant to purchase Fine Arts storage furniture for new Center.
2007-2010	STEP 7: Submit IMLS-CP collection storage grant to cover any collection not funded by other granting agencies.

OBJECTIVE 2: Implement other collections management improvements

TIMELINE	STRATEGIES
	<ul style="list-style-type: none"> Make existing grant funded staff positions permanent, or obtain additional funding. Assigned: MNA Director, Collections Manager, Controller, Development Director, Human Resources Manager Est. Cost:
September 2007	STEP 1: Include Registrar position as part of approved Collections Budget.
September 2007	STEP 2: Include Collections Assistant position as part of approved Collections Budget.
DONE	STEP 3: Submit NAGPRA grant to continue NAGPRA Specialist through October 2007
DONE	STEP 4: Submit SAT grant that includes funding for Associate Collections Managers in Biology and Anthropology through December 2008.
February 2007	STEP 5: If SAT grant funded, hire two new Associate Collections Managers.
Spring 2007	STEP 6: Seek funding for Archivist, either Mellon Foundation or NEH Documentation Grant.
January 2009	STEP 7: Include Anthropology and Biology Associate Collections Manager positions as part of approved Collections Budget.
	<ul style="list-style-type: none"> Perform condition assessment and improve collection conditions. Assigned: Collections Manager, Library Staff, Development Director, Consultant Archivist Est. Cost:
DONE	STEP 1: Submit NEH Preservation Assistance grant to hire Consultant Archivist to assess archives and determine storage requirements for new building.
14 August 2006	STEP 2: Submit NEA grant to perform condition/storage assessment for Fine Arts Collection.
17 July 2007	STEP 3: Submit NEH Documentation grant to implement documentation improvements identified by Consultant Archivist.
2006-2008	STEP 4: Complete physical separation of archives from library materials.
2008-2010	STEP 5: Assess and re-house fragile collections (ongoing and depending upon grant funding).
	<ul style="list-style-type: none"> Improve collections access by adding collections, as appropriate, to the MNA website. Assigned: Collections Manager, IT Manager, Library Staff, Associate Collections Manager, Curator of Geology, Curator of Biology, Curator of Fine Arts, Consultant Archivist Est. Cost:
2006	STEP 1: Navajo textiles and report available on MNA web.
2006	STEP 2: Portions of Archive and Library holdings available to staff via MNA intranet.
2007	STEP 3: Paleo Holotypes available on MNA web.
2007	STEP 4: Archives manuscript holdings available on MNA web.
2007-08	STEP 5: Botany (through SEINet) available on web.
2008	STEP 6: Library holdings available via MNA web.
2008	STEP 7: Fine Arts collection available on MNA web.

OBJECTIVE 3: Assess and improve the environment of remaining collections storage and exhibit installations

TIMELINE	STRATEGIES
	<ul style="list-style-type: none"> Assess and improve environment and envelope in exhibits building. Assigned: Education Director, Collections Manager, Development Director, Facilities Manager Est. Cost:
2007	STEP 1: Purchase data loggers for expansion of monitoring.
?	STEP 2: Perform environmental assessment of exhibit building and develop plan for improvements. Grant to be identified (2007).
2008-2010	STEP 3: Develop plan and implement environmental improvements:
	<ul style="list-style-type: none"> Improve storage environment of remaining collections/library buildings. Assigned: MNA Director, Collections Manager, Tribal Representative(s), Development Director, Facilities Manager Est. Cost:
2008	STEP 1: Identify funding sources to implement environmental improvements.
2008	STEP 2: Move Marcou ventilation system to main room until future location of fluid preserved collections resolved.
2008	STEP 3: Implement environmental monitoring project to monitor environment in S&C Vault.
2009	STEP 4: Install HVAC, fire suppression, compactors in Geology Collection storage room.
2009	STEP 5: Install HVAC, fire suppression, compactors in Newlands and main Anthropology Collection storage rooms.
2010	STEP 6: Move remaining collections (boxed collection, human remains, and AFOs) into renovated Anthropology storage space.

OBJECTIVE 4: Update Collections Management Policy and collection procedures

TIMELINE	STRATEGIES
	<ul style="list-style-type: none"> Approve new Collections Management Policy. Assigned: MNA Director, MNA Board of Trustees, Programs Committee, Collections Manager Est. Cost:
June 2006	STEP 1: Resolve collections access issue for inclusion in Policy.
June 2006	STEP 2: Complete draft Policy.
August 2006	STEP 3: Obtain official Board approval of new Policy.
Fall 2006	STEP 4: Determine place of MNA Library in organizational structure.
	<ul style="list-style-type: none"> Complete written collection procedures. Assigned: MNA Director, Associate Collections Manager, Curator of Biology, Curator of Anthropology, Consultant Archivist Est. Cost:
2007	STEP 1: Create written biology collections management procedures.
2007	STEP 2: Review and revise anthropology collections management procedures.
2008	STEP 3: Create written archives management procedures.

OBJECTIVE 5: Improve Collections documentation

TIMELINE	STRATEGIES
	<ul style="list-style-type: none"> Legal documents are organized and protected. Assigned: Registrar, Consultant Archivist Est. Cost:
Completed	STEP 1: Existing legal documents (permits, curation agreements, gift agreements or letters of conveyance) are consolidated in fire proof vault.
2006-2010	STEP 2: Ongoing search for and identification of legal documents continues.
2008	STEP 3: Plan in place to accession archive holdings.
	<ul style="list-style-type: none"> NAGPRA documentation is complete. Assigned: NAGRPA Specialist, Consultant Physical Anthropologist Est. Cost:
2006	STEP 1: Summaries submitted to Tribes and National NAGPRA.
DONE	STEP 2: NAGPRA grant submitted to expand consultations with Tribes.
2007	STEP 3: Submit NAGPRA grant to bring physical anthropologist in to identify unidentified human remains.
2007-2010	STEP 4: Begin consolidation of human remains and associated AFOs.
	<ul style="list-style-type: none"> Inventories are complete with location of items/specimens identified in database. Assigned: Collections Manager, Associate Collections Manager (Natural Sciences), Associate Collections Manager (Biology), Collections Assistant Est. Cost:
Fall 2006	STEP 1: Fine Arts inventory complete.
Spring 2007	STEP 2: Geology inventory complete.
Fall 2007	STEP 3: Anthropology inventory complete.
Fall 2007	STEP 4: Biology inventory complete, if data entry complete. Depends upon hiring of Associate Collections Manager, Biology.
	<ul style="list-style-type: none"> Cataloguing backlogs are minimized or eliminated. Assigned: Summer Collection Intern, Work-Study Student, Collections Manager, Associate Collections Manager (Biology) Est. Cost:
Summer 2006	STEP 1: Fine Arts cataloging backlog eliminated.
Fall 2006	STEP 2: Ethnology cataloging backlog eliminated.
Fall 2007	STEP 3: Archaeology cataloging backlog eliminated.
Fall 2007	STEP 4: Geology cataloging backlog reduced.
	<ul style="list-style-type: none"> Automate collection data. Assigned: Associate Collections Manager (Biology), Associate Collections Manager (Natural Sciences), Consultant Archivist Est. Cost:
2007	STEP 1: Geology collection data computerized.
2007	STEP 2: Biology collection data computerized.
2008-2010	STEP 3: Computerization of Archives is underway.

OBJECTIVE 6: Develop an institutional Collections Strategic Plan for building collections

TIMELINE	STRATEGIES
	<ul style="list-style-type: none"> Obtain expertise to advise MNA. Assigned: MNA Director, Human Resources Manager, Collections Manager, Development Director Est. Cost:
2006	STEP 1: Hire Ethnology Curator.
2007	STEP 2: Hire Fine Arts Curator.
2007-2010	STEP 3: Seek grants to fund re-documentation of collections.
	<ul style="list-style-type: none"> Write Collections Plan. Assigned: Programs Committee, Collections Department, MNA Curators Est. Cost:
Summer 2006	STEP 1: Outline general framework for collections plan.
Fall 2006	STEP 2: Expand by adding recommendations from Navajo textile report
Fall 2006	STEP 3: Develop recommendations for Hopi silver.