Mission

The National Collections Program (NCP) is dedicated to improving the overall stewardship and management of Smithsonian collections by providing central leadership and policy oversight of Institution-wide collections initiatives. The NCP serves as a principle advisor to Smithsonian senior management, collecting unit directors, and staff on matters relating to collections management policies, procedures, and standards. Working with Smithsonian senior management, the NCP develops long-term strategies, priorities, policies, and plans that address Institution-wide collections needs.

Goals

The programmatic goals of the National Collections Program are to:

- **Advocate Smithsonian collections stewardship**
- **Advise Smithsonian senior management, unit directors, and collecting unit staff on matters relating to collections and their management**
- **Develop, administer, and implement the standards of the Smithsonian’s Collections Management Policy (Smithsonian Directive 600) and companion Implementation Manual, including the review and revision of existing policy guidance**
- **Provide leadership, advice, and guidance to Smithsonian collecting units in the development and implementation of up-to-date collections management policies and collection plans**
- **Coordinate the development, revision, review and approval of collecting unit collections management policies to ensure that Smithsonian collections are maintained according to Smithsonian policy, professional standards and legal obligations, including the review and approval of unit collections deaccessions and disposals requiring senior management and Regents approval**
- **Assist Smithsonian senior management to address identified deficiencies in collections management and set long-term strategic goals, priorities, and performance measures for collections against which the Smithsonian strategic plan is measured**
- **Assist senior management in the formation and execution of the Federal and Trust budget strategy for collections; prepare and execute pan-Institutional Federal budget for central collections care initiatives, including the Collections Care and Preservation Fund and the Collections Care Initiative funding**
- **Provide leadership and programmatic support of pan-Institutional committees, including the Smithsonian Collections Advisory Committee, Collections Space Steering Committee, and Collections Emergency Management Working Group; co-sponsor the Smithsonian Loans Forum; serve as a member of the Smithsonian Integrated Risk Management and Risk Committee, Collections Information Management Committee, Archives and Special Collections Council, Digitization Program Advisory Committee, Digital Preservation Working Group, Material Culture Steering Committee, Heritage Emergency National Task Force, and Interagency Working Group for Scientific Collections**
- **Working with the Digitization Program Office, provide oversight for the development, refinement, and implementation of the Collections and Digitization Reporting System (CDRS) for reporting and analyzing unit collections statistical and assessment data to inform collections priorities and the allocation of resources**
- **Compile and produce pan-Institutional reports on Smithsonian collections to support strategic planning and decision-making, including annual required reports for Federal and non-profit disclosure and IRS requirements related to collections**
- **Sponsor and support collections-related symposia, workshops, and training opportunities.**
In July 2012, the Smithsonian Collections Emergency Management Working Group (CEMWG) was established and charged by the Deputy Under Secretary for Collections and Interdisciplinary Support (DUSCIS) to study and make recommendations for improving Smithsonian collections emergency management, planning, preparedness, and response. The Interdisciplinary Working Group was jointly co-chaired by the National Collections Program and the Office of Protection Services.

Although safety and security of staff and visitors is and will continue to remain the first priority of the Smithsonian's Emergency Management Program, the Working Group recognized that Smithsonian collections emergency training, preparedness, mitigation, and response capability relative to the size and diversity of Smithsonian collections, including the variability of Smithsonian collections spaces, are currently deficient. Scenarios in which multiple collecting units experience collections emergencies concurrently pose a significant management, operational, financial, and stewardship challenge.

The purpose of PRICE, the Smithsonian’s collections emergency support team, is:

- To strengthen and support unit-level and pan-Institutional collections emergency preparedness, response, and recovery capabilities, including policy, procedures, training, and logistics
- When activated, to provide collections support, response and recovery as requested by the National Collections Program and/or by unit Emergency Command Centers (ECCs)
- To promote and foster improved communication and collaboration among Smithsonian collecting units and with first-responders and sister cultural institutions and professional organizations
- To provide a leadership committee that has the flexibility to draw upon a team of Smithsonian-wide subject-matter experts who can assist in an emergency.

PRICE is a formalized part of the Emergency Operations Command (EOC) and available for advice, consultation, and assistance even when the EOC is not activated to the National Collections Program, senior management, and collecting units. The PRICE is comprised of a seven member leadership team divided into two areas of focus – 1. preparedness and recovery and 2. response.

Questions? Interested in joining the team? Contact Samantha Snell snells@si.edu or Bill Tompkins tompkinsw@si.edu
Funding Opportunity: Collections Care and Preservation Fund

In 2005, the Smithsonian requested and secured funding in its FY 2006 Federal appropriation to establish an Institution-wide program – the Collections Care and Preservation Fund (CCPF) – for the purpose of strategically addressing critical Institution-wide needs in collections care and preservation. The Collections Care and Preservation Fund provides critical funding to make targeted improvements in the accountability, documentation, preservation, storage, and accessibility of the Smithsonian’s vast and diverse collections. With this funding, the Smithsonian has raised the level of collections stewardship in a pragmatic, strategic, and integrated manner by prioritizing and systematically addressing collections care needs.

Collections Care and Preservation Funds are available to Smithsonian collecting units as designated by Smithsonian Directive (SD) 600, Collections Management, on a competitive basis. Resources from the Collections Care and Preservation Fund are available to improve the management and preservation of collections, mitigate deterioration, maintain the highest professional standards of care, and address priority collections management needs throughout the Smithsonian. Administered by the National Collections Program and the Smithsonian Collections Advisory Committee, the CCPF supports a comprehensive and pan-Institutional approach to collections care that ensures the preservation and accessibility of the Smithsonian’s cultural and scientific collections.

Proposal Limits: Units may submit up to five (5) proposals to the CCPF in a given fiscal year. Each proposal should not exceed $300,000. In support of the Smithsonian’s Strategic Plan, units are encouraged to develop collaborative, interdisciplinary pan-Institutional projects (involving two or more units) to address collections preservation concerns of multiple collecting units.

Eligible Activities: Funds may be used to improve collections care and mitigate collections deterioration, including:

- collections assessments & preservation surveys to establish priorities & strategic plans for collections care
- purchase of storage equipment for collections, including the replacement of obsolete cabinetry and materials currently damaging or with potential to damage the collection
- purchase of replacement housing materials
- stabilization and conservation treatment
- collections reformatting and rehousing
- collections inventory
- digitization of collections for preservation
- general collections housekeeping.

Projects that efficiently encompass multiple components of collections care are encouraged. Applicants should consider how projects with multiple components can be approached in phases in order to effectively leverage CCPF support.

CCPF awards, guidelines, instructions, forms, sample proposals, and other information are available at [https://collab.si.edu/sites/OUUSFA/NCP/CCPF/default.aspx](https://collab.si.edu/sites/OUUSFA/NCP/CCPF/default.aspx).

Watch your inbox – the SI-wide call for pan-Institutional and unit proposals to the FY 2017 Collections Care and Preservation Fund will be issued in mid-August with a deadline of early December 2016.

Want to learn more about the CCPF or have questions about preparing a proposal?
Contact Bill Tompkins tompkinsw@si.edu
Smithsonian Collections Space Framework Plan

Although the Smithsonian had made significant improvements in collections care and space through major Facilities Capital projects in recent years, the collapse of Building 21 at the Paul E. Garber Facility of our Suitland campus in Maryland on February 10, 2010 during the “Snowmageddon” winter storm served as a wake-up call and catalyst for our collections space planning initiative – recognizing substandard conditions existed in some facilities housing collections and the need for short and long-term planning to address current and future Smithsonian collections space needs.

In September 2010, the Smithsonian launched a multi-year, highly collaborative pan-Institutional collections space planning initiative to document, analyze, and plan for addressing the Institution’s current and future collections space needs in a pragmatic, strategic, and integrated manner. With these goals in mind, the Smithsonian established an interdisciplinary Collections Space Steering Committee, co-chaired by the National Collections Program and Smithsonian Facilities, to assess current collections space conditions and to develop a framework plan with near, intermediate, and long-term recommendations for addressing current and projected pan-Institutional collections space requirements. The planning initiative was conducted by Smithsonian collections and facilities staff with assistance from a team of consultants led by the architecture and planning firm of Ayers Saint Gross.

As part of this initiative, the Smithsonian completed a first-of-its-kind survey of existing collections space (owned and leased space) — representing more than 2.1 million square feet of space, or 17.5% of total Smithsonian building space. The survey provided a snapshot of current collections space conditions and characterized the quality of collections space, storage equipment, accessibility, environmental conditions, security, and fire safety. The resultant Smithsonian Collections Space Framework Plan (CSFP), issued in FY 2015, serves as a roadmap to guide short- and long-term facilities capital, real estate, and collections care projects, providing renovation and new construction strategies that address unacceptable collections space conditions, allows for decompression of overcrowded collections to make them more physically accessible, anticipates future collections growth, and eliminates reliance on lease space for collections storage.

The Framework Plan has transformed the future of Smithsonian collections space. Existing conditions have been documented in a collections space database which is routinely updated and analyzed to identify future projects to improve overall conditions. Projects include renovations to existing facilities, new construction and equipment procurements all incorporated into a 30-year implementation plan. The Framework Plan has already had a major impact by programming and securing funding for critical space improvements at the Paul E. Garber Facility, the Museum Support Center, the Dulles Collections Center, and on the Mall.

To address near-term space requirements, the implementation of the Framework Plan includes (1) the construction of Pod 6 at MSC to address the critical need to relocate at-risk collections from the Paul E. Garber Facility and several Mall museums and (2) the construction of two new storage modules adjacent to the Udvar-Hazy Center to support the continued move of Air and Space Museum collections from substandard conditions at the Garber Facility and the immediate need for temporary collections swing space during the upcoming NASM Mall Building revitalization. To address intermediate and long-term collections space needs, the Framework Plan supports a phased development of the Garber Facility and Dulles campus.

The Framework Plan would not have been possible without the hard work, dedication, and expertise of the Smithsonian Collections Space Steering Committee, unit points of contact, subcommittee members, and the team of consultants. We thank all who have contributed to the success of this important planning initiative that will ultimately strengthen Smithsonian collections stewardship. The CSFP Summary Report and Complete Findings are available at https://collab.si.edu/sites/SI/CollSpace/default.aspx.

Want to learn more or participate in the implementation of the Framework Plan? Contact Bill Tompkins tompkinsw@si.edu or Walt Ennaco ennacow@si.edu
This edited collection presents the proceedings of the Summit on the Museum Preservation Environment, held at the Smithsonian Institution in March 2013. The purpose of the summit was to start a conversation over a gap in collections management policy at the Smithsonian and to develop best practices for the management of collection environments.

Including ten interdisciplinary papers ranging from topics on nineteenth century discoveries of climate issues to the emergence of current specifications, *Summit on the Museum Preservation Environment* presents a critical history of preservation science. Additionally, the publication offers an intellectual framework onto which the reader can apply specific collections’ histories and vulnerabilities. By providing suggestions and support for decisions on appropriate preservation environments, the information and resources provided in this volume can benefit not only the Smithsonian’s priceless collections, but also museum collections around the world.

**About the Editors**

**Sarah Stauderman**, director of collections, Hirshhorn Museum and Sculpture Garden, was formerly the associate director of collections care at the Smithsonian Institution Archives. She focuses on preservation management for the wide variety of materials found in collecting institutions, especially electronic media. She has lectured widely on the preservation concerns of videotape and audiotape and was a founding member of the Electronic Media Group of the American Institute for Conservation.

**William G. Tompkins**, director, National Collections Program, Smithsonian Institution, serves as an advisor to Smithsonian senior management, unit directors, and staff on matters relating to collections management. With 30 years’ experience at the Smithsonian, he strives to improve the overall stewardship and management of Smithsonian collections by providing central leadership, policy oversight, strategic planning, and support of Smithsonian-wide collections initiatives.