COLLECTIONS MANAGEMENT POLICY - ACCESS SECTION
(02-16-2012)

1 Public Access to Collections

The Yellowstone Gateway Museum of Park County Research Center (hereafter the
Research Center) is composed of a Library, Archives, and Photograph Archives. As part of
The Yellowstone Gateway Museum of Park County (YGM), the mission of the Research
Center is to preserve and provide access to both published and unpublished materials that
document and promote the understanding of Park County’s past.

Preservation of the area's written record is an integral part of the preservation of the
area's heritage as a whole, providing a rich resource of primary materials for posterity.
Research Center policies and collection development will be guided by the following goals:

  o To assist the public in the use and enjoyment of the collections by providing
courteous, timely, and accurate reference assistance to researchers of all types; by
  providing reproductions of materials in the collections.

  o To make the collections accessible and useful to the public through their
  proper and timely accessioning and processing; the production of appropriate catalog
  records, inventories and other finding aids; and by participation in digital catalogs and
  online databases.

  o To preserve the collections for the use and enjoyment of future generations
  through proper processing, handling, storage, security, environmental controls, and
  knowledgeable application of preservation technologies and methodologies.