

# *Yellowstone Gateway Museum*

## *of Park County*

*"To collect, protect and educate concerning the geology, paleontology, archaeology and history of Park County and its surrounds, including Yellowstone for the benefit and enjoyment of the people."*

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## **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Museum of Park County (YGM), the mission of the Research Center is to preserve and provide access to both published and unpublished materials that document and promote the understanding of Park County's past.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.