

TEXAS HISTORICAL COMMISSION

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**CURATORIAL FACILITY CERTIFICATION PROGRAM**  
**Benchmarking Excellence**

**FIELD REVIEW OBSERVATION QUESTIONS**

To be completed by Field Reviewer

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Curatorial Facility

Field Reviewer

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Mailing Address

Mailing Address

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Telephone (area code and number)

Telephone

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Fax (area code and number)

Fax (area code and number)

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Contact

Email

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Email

Date of Field Review

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Signature of Field Reviewer

1. Is the Collections Management Policy clearly understood by the staff and volunteers?
  
2. Is the Collections Management Policy used to guide day-to-day operations and decision making?
  
3. Is the Collections Management Policy adequate to guide day-to-day operations and decision making?
  
4. Is the building in good repair and well maintained?
  
5. Are exits and stairways clearly marked and lighted?
  
6. Are the collections in generally good condition?
  
7. Is the collections housing area adequate in size to house the collections safely?
  
8. Can collections be moved in and out of the collections housing areas without encountering physical obstructions?

9. What types of collections housing units (cabinets, shelving, etc.) are in use? Describe the materials and coating from which they are made.
  
  
  
  
  
  
  
  
  
  
10. Are collections housing units raised off the floor as a precaution against potential flooding and to facilitate cleaning?
  
  
  
  
  
  
  
  
  
  
11. Is there any other general over-crowding within the collections housing area?