Standards	Self-assessment Questions	Performance Indicators
MVG Standard 1: **The institution has a clear understanding of its mission and communicates why it exists and who benefits as a result of its efforts.**	**A.** *Does the institution have a **mission statement**?*	**Basic** ☐ The institution has a written mission statement that the governing authority, staff, and volunteers understand, remember, and can explain.
		Good ☐ The mission statement is easily accessible (e.g., posted in the office, printed in the newsletter, and prominent in meeting materials for the governing authority), and the governing authority and staff frequently reacquaint themselves with it.
		Better ☐ The institution reviews the mission statement every three to five years. The review may include members of the community.
	B. *Does the mission statement clearly express what the institution does and for whom?*	**Basic** ☐ The mission defines the institution's purpose and acknowledges its public responsibility. ☐ It identifies the institution's audiences and reflects the institution's core values. ☐ The institution shares its mission in communications with the public.
		Good ☐ The mission statement focuses on outcomes and impact, not solely activities.
		Better ☐ The governing authority, staff, and volunteers always address the institution's mission in decision-making.

Project Work (see page 50 for examples)	Date Completed	Notes

Standards	Self-assessment Questions	Performance Indicators
COLL Standard 2: **The institution legally, ethically, and effectively manages, documents, cares for, and uses the collections.**	**I.** *Are there written procedures for acquiring, borrowing, and lending collection items?*	**Basic** ☐ The institution uses a written donor form for artifacts and archival items accepted into its collections. ☐ The institution uses a written **loan agreement** for each in-coming and out-going loan transaction that involves collection items. ☐ All loans are for a specified time period. **Good** ☐ There are written procedures for acquiring, borrowing, and lending artifacts and archival items included in the collections policy. **Better** ☐ The institution reviews and updates its procedures on a regular basis. ☐ The institution requires **condition reports** for all in-coming and out-going loans.
	J. *Are there written procedures for* ***deaccession*** *and* ***disposal*** *of collection items?*	**Basic** ☐ The institution keeps records relating to the deaccession and disposal of artifacts and archival collection items. **Good** ☐ The institution has written procedures for **deaccessioning** and **disposing** of artifacts and archival items included in the collections policy. **Better** ☐ Procedures include a formal review process and transactions are documented in writing.

Project Work (see page 152 for examples)	Date Completed	Notes