



## **Institutional Plan 2016-2021**

What is now the Riverside Metropolitan Museum (Museum) was founded in 1924 by City Ordinance No. 419 as the City Museum, with a donation of 600 Native American baskets. In 2016, the Riverside Metropolitan Museum oversees 6 sites, 4 of which are historic: the Riverside Metropolitan Museum Main Museum which is a former 1913 United States Post Office listed on the National Registry of Historic Places, a 1891 Queen Ann Victorian “Heritage House” museum listed in the National Registry of Historic Places, the National Historic Landmark Harada House, the 1893 Robinson House, a collections storage facility and the Sycamore Canyon Nature Center, which is a partnership with the City of Riverside Parks Department.

The Museum Mission is: “As a center for learning, Riverside Metropolitan Museum interacts with the community to collect, preserve, explore and interpret the cultural and natural history of Riverside and its region.”

To accomplish this mission, the Museum has developed the following categories to guide Museum operations for 2016-2021: Governance, Sustainability, Education and Stewardship.

**Governance:** The Museum is a part of the Museum and Cultural Affairs Department in the City of Riverside. The Museum and Cultural Affairs Director oversees the Museum and Cultural Affairs Department and reports to the City Manager, who serves at the pleasure of the Riverside City Council. The City Council is an elected body and appoints the Metropolitan Museum Board. The Board serves in an advisory capacity to the Museum staff and City Council.

**Sustainability:** The Museum is allocated financial support through the City of Riverside’s annual budget from the City General Fund for the operational expenses, stewardship and educational programming for the Museum. The Riverside Museum Associates (RMA) is a 501(c)(3) non-profit organization and is the volunteer support group which provides the Museum with access for grant submissions and other activities not available to a municipal entity. The RMA also provides annual funding contributions to the Museum primarily for education and stewardship projects. The Museum receives additional funding through grants, partnerships and private donations.



## **Institutional Plan 2016-2021**

The City of Riverside was one of the regions most severely affected by the recession in 2008. As a result, the Riverside Metropolitan Museum, as a City department experienced significant budget reductions and recognizes the need to diversify sources of financial support. The Sustainability section of institutional plan is the Museum's multi-pronged approach to develop sources of funding in addition to the City of Riverside General Fund.

**Education:** The Museum's educational programming encompasses development, implementation and evaluation of all on-site and off-site Museum programs including experiential learning opportunities such as: drop-in programs, school tours, camps, special events, lectures, performances and other non-formal education programs. Education staff works closely with subject specific curators and at all Museum sites to create engaging interpretation of exhibitions and collections. The Education division is responsible for the unaccessioned collections which are used for programs and can be handled by visitors. Education staff act as liaisons between Museum and City departments and local, regional, state and national museum educational organizations and institutions.

**Stewardship:** The City's Museum is the steward for the City's heritage. The institution preserves the archives and objects that are found in its collections. These have been received through donation, purchase or transfer. The Museum's accessioned collections are assigned to the following divisions: Anthropology, History, Natural History and Archives. The RMM collections hold the historic, cultural and natural historical heritage for this community and the surrounding region.

This five year institutional plan carries on the Riverside Metropolitan Museum's priority of serving as a center for learning as expressed in the Museum's Mission. The RMM's educational programs define the Museum as an integral community resource. They are made possible through Museum governance, financial sustainability and collections stewardship.

In seeking to accomplish the Museum Mission, the RMM has set four institutional goals that chart the course over the next five years. These goals are aligned with the City of Riverside's, the Museum's parent organization, Strategic Goals known as Riverside 2.0.



## Institutional Plan 2016-2021

The goals are as follows:

**Governance:** Ensure that RMM's Governing Authority is informed of all significant priorities, opportunities and implementation plans, so as to further the RMM mission and reflect currently accepted best practices in the museum profession.

**Sustainability:** Ensure that RMM's financial needs are aligned with its resources and Museum Mission.

**Education:** Ensure that RMM provides educational outreach through interpretation, programs and activities based on Museum collections and staff expertise and that education concepts and applications are part of the developmental process of RMM exhibitions.

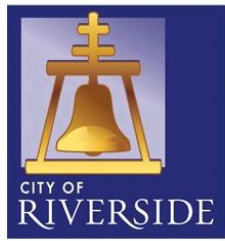
**Stewardship:** Ensure that RMM's collections, objects and historic structures are preserved, documented and recorded, with global access.

## Institutional Plan 2016-2021

<b>Focus Area: Governance</b>								
<b>Goal:</b> Ensure RMM's governing authority is informed of all significant priorities, opportunities and implementation plans, so as to further the RMM mission and reflect currently accepted best practices in the Museum Profession.								
<b>Objectives</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>Responsible Parties</b>	<b>Support Source</b>	<b>Status</b>
Coordinate meetings between Reaccreditation team and Metropolitan Museum Board & City Council	X					Director	Staff Time	
Provide quarterly progress reports to City Council	X	X	X	X	X	All Staff	Staff Time	
Provide monthly progress reports to Museum Board	X	X	X	X	X	Curatorial Staff	Staff Time	
Annual donations reports to City Council	X	X	X	X	X	Director	Staff Time	
Notify City Council & Museum Board members when Museum Staff have outreach activities in the Council Wards	X	X	X	X	X	Director/Curatorial Staff	Staff Time	

## Institutional Plan 2016-2021

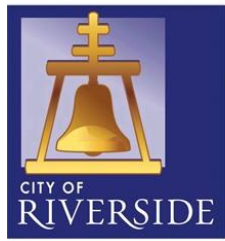
<b>Focus Area: Sustainability</b>								
<b>Goal:</b> Explore and implement additional sources of funding to supplement City General Fund financial support								
<b>Objectives</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>Responsible Parties</b>	<b>Support Source</b>	<b>Status</b>
Hire Project Coordinator dedicated to fundraising and development	X					Administration	Museum Budget	
Submit grant applications to support Museum projects and supplement City funds		X	X	X	X	Primary: Curatorial Staff Support: Administration	Staff Time	
Secure approval and develop fees for loans, education programs, exhibitions and storage		X	X	X	X	Primary: Curatorial Staff/Education Staff Support: Administration	Staff Time	
Investigate and pursue corporate/foundation sources of Museum funding support	X	X	X	X	X	Development Coordinator	Staff Time	
Create fund development plan to secure additional sources of funding	X	X				Development Coordinator	Staff Time	
Implement fund development plan		X	X	X	X	Primary: Development Coordinator Support: All staff	Museum Budget	
Support Harada House Ad Hoc Committee in the efforts of site development and fundraising	X	X	X			Primary: Historic Structures Support: Administration	Staff Time	



# RIVERSIDE METROPOLITAN MUSEUM

## Institutional Plan 2016-2021

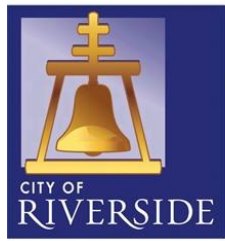
Sustainability, continued								
Objectives	16-17	17-18	18-19	19-20	20-21	Responsible Parties	Support Source	Status
Implement and collect fees			X	X	X	Administration	Staff Time	
Emergency Preparedness - inventory and resupply employee emergency kits	X				X	Historic Structures Curatorial Staff	Museum Budget	
Emergency Preparedness - annual drill	X	X	X	X	X	Historic Structures Curatorial Staff	Staff Time	
Emergency Preparedness - monthly emergency/safety topic review	X	X	X	X	X	Historic Structures Curatorial Staff	Staff Time	
Expand and enhance partnerships	X	X	X	X	X	All Staff	Staff Time	
Museum First Floor Remodel (Phase II)	X					Project Manager	CIP Funding	Capital Improvement Plan (CIP) Request Submitted
Continue to develop new sources of external funding			X	X	X	Development Coordinator	Staff Time	
Achieve secure external funding			X	X		Development Coordinator	Staff Time	
Enhance significant external funding				X	X	Development Coordinator	Staff Time	
Ongoing assistance to RMA with specific ways RMA can support the Museum	X	X	X	X	X	Director	Staff Time	
Develop and implement Museum Membership Program			X	X	X	Primary: Development Coordinator Support: All Staff	Museum Budget	



# RIVERSIDE METROPOLITAN MUSEUM

## Institutional Plan 2016-2021

<b>Focus Area: Education</b>								
<b>Goal: Ensure that RMM provides educational outreach through interpretation, programs and activities based on Museum collections and staff expertise and that education concepts and applications are part of the developmental process of RMM exhibitions.</b>								
<b>Objectives</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>Responsible Parties</b>	<b>Support Source</b>	<b>Status</b>
Develop and conduct audience surveys for evaluation of programs and exhibitions.	X	X	X	X	X	Education Staff	Staff Time	
Collect, record and transcribe oral histories from Cahuilla Elders, Cahuilla culture-bearers and Cahuilla Continuum Documentary	X	X	X	X	X	Anthropology Curatorial Staff, Education Staff, Community Members	Staff Time	
Begin research and needs assessment for oral history studio	X					Education Staff	Staff Time	
Introduce Riverside "Bioblitz" to connect visitors to the environment, encourage stewardship and promote Riverside Citizen Science	X					Education Staff	Staff Time/Museum Budget	
"Tlatilco: People of the Lake": Experiential Activities			X			Anthropology Curatorial Staff/Education Staff	Staff Time/Museum Budget	
Develop Heritage House, carriage house and barn exhibit programming			X	X	X	Historic Structures Curatorial Staff/Education Staff	Museum Budget/Staff Time	



# RIVERSIDE METROPOLITAN MUSEUM

## Institutional Plan 2016-2021

Focus Area: Education, Continued								
Objectives	16-17	17-18	18-19	19-20	20-21	Responsible Parties	Support Source	Status
Complete development and implementation of plans for history and natural history first floor exhibition space with experiential education programming	X	X	X	X		History Curatorial Staff/Natural History Curatorial Staff/Education Staff	Staff Time	
Develop and install new off-site pocket exhibits			X			History Curatorial Staff/Education Staff	Staff Time	
Install American Library Association "Changing America: The Emancipation Proclamation, 1863 and the March on Washington, 1963" and the Towels Collection Exhibition	X					History Curatorial Staff/Education Staff	Staff Time/Museum Budget	
Conduct comprehensive review of Natural History Exhibits including Nature Lab and Nature Center	X					Education Staff/Natural History Curatorial Staff	Staff time	
Implement preventative conservation and improved teaching collection environments	X					Education Staff	Staff time/Museum Budget	
Partner with RMA Heritage House volunteers to increase site volunteers for expanded hours	X					Education Staff/RMA volunteers	Staff Time	



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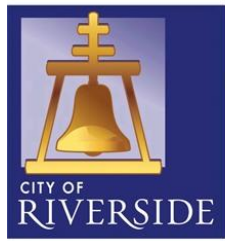
Focus Area: Education, Continued								
Objectives	16-17	17-18	18-19	19-20	20-21	Responsible Parties	Support Source	Status
Review Heritage House Interpretive Plan, implement interpretive/furnishings plan	X	X				Education Staff	Staff Time	
Partner with City Parks to develop Winter Break camp at Sycamore Canyon Nature Center	X	X				Education Staff/Parks Staff	Staff Time/Museum Budget/Parks Budget	
Develop and implement monthly history program for children	X	X	X	X	X	Education Staff	Staff Time/Museum Budget	
Hold California Traditional Baskets: Creation, Culture and Conservation program	X					Anthropology Curatorial Staff Staff/Education Staff	Staff Time/Museum Budget	
Initiate plans to re-publish and republish Rods, Bundles and Stitches	X	X	X	X	X	Anthropology Curatorial Staff Staff/Education Staff/Consultant	Staff Time/Museum Budget	
Partner with Riverside Unified School District to rewrite 3 <sup>rd</sup> grade curriculum	X					Education Staff/RUSD staff	Staff Time	
Create “mini” Discovery Day kits for use in outreach programming in historically underserved neighborhoods and for drop-in use at Nature Lab	X					Education Staff	Staff Time/Museum Budget	

## Institutional Plan 2016-2021

Focus Area: Education, Continued								
Objectives	16-17	17-18	18-19	19-20	20-21	Responsible Parties	Support Source	Status
Engage youth audiences with Youth Advisory Board aimed at young leaders ages 14-21	X					Education Staff	Staff Time	
Broaden internship program with local colleges and universities	X					Education Staff	Staff Time	
Hire Senior Education Curator	X					Administration		
Secure funding, plan and install second phase of Ameal Moore Nature Center exhibit	X	X	X			Education Staff	Staff Time	
Develop and implement adult speaker series		X	X	X	X	Education Staff	Staff Time	
Engage with teachers and students in “deeper” interactions with schools. traditional school tours to Museum sites will be complemented by pre-visit and follow-up activities that reinforce program messages		X	X	X	X	Education Staff	Staff Time	
Develop “traditional arts” program to highlight Native cultures of the region to perform in local schools		X	X			Education Staff/Anthropology Curatorial Staff	Staff Time	

## Institutional Plan 2016-2021

Focus Area: Education, Continued								
Objectives	16-17	17-18	18-19	19-20	20-21	Responsible Parties	Support Source	Status
Strengthen Museum as center for lifelong learning through programming that brings in teen and adult audiences			X	X	X	Education Staff	Staff Time	
Develop Robinson House interpretive plan with exhibits and supporting technology					X	Education Staff	Staff Time	
Develop plan for funding Nature Center after grant period ends			X			Education Staff	Staff Time/Museum Budget	
Develop interpretive/furnishing plan for Harada House			X			Education Staff	Staff Time	
Use collections/curatorial priorities to create "novel" programming				X		Education Staff	Staff Time	
Create and host 3 oral history gathering events				X		Education Staff	Staff Time	
Develop and install Heritage House carriage house and barn sites for reinterpretation				X	X	Education Staff/Historic Structures Curatorial	Staff Time/Museum Budget	



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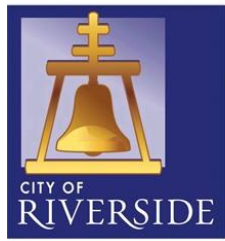
Focus Area: Education, Continued								
Objectives	16-17	17-18	18-19	19-20	20-21	Responsible Parties	Support Source	Status
Launch new tours to integrate site/gardens tours with Heritage House tours				X		Education Staff	Staff Time	
Native Voices Exhibition					X	Education Staff/Anthropology Curatorial Staff	Staff Time/Museum Budget	
Implement continuous improvement customer service measures to ensure high quality visitor experiences.	X	X	X	X	X	All Staff	Staff Time	

## Institutional Plan 2016-2021

<b>Focus Area: Stewardship – Anthropology</b>								
<b>Goal:</b> Ensure that RMM's collections, objects and historic structures are preserved, documented and recorded, with global access.								
<b>Objectives</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>Responsible Parties</b>	<b>Support Source</b>	<b>Status</b>
Increase staffing with Curatorial Assistants	X	X				Anthropology Curatorial Staff	Museum Budget/Staff Time	
Complete resolutions of Native American Graves Protection and Repatriation Act (NAGPRA) issues	X					Anthropology Curatorial Staff	Staff Time	
Photograph collections, update ARGUS.net	X	X	X	X	X	Anthropology Curatorial Staff	Staff Time	
Change Neighboring Nations and Southern California Native Lifeways and Cahuilla Continuum objects	X					Anthropology Curatorial Staff	Staff Time	
Collect, record and transcribe oral histories from Cahuilla Elders, Cahuilla culture-bearers and Cahuilla Continuum Documentary	X	X	X	X	X	Anthropology Curatorial Staff, Education Staff, Community Members	Staff Time	
"Tlatilco: People of the Lake" exhibition: select objects, make loan requests and plan exhibition	X					Anthropology Curatorial Staff	Staff Time	
Assess Museum collections and their relevance to Museum Mission	X	X	X	X	X	Anthropology Curatorial Staff	Staff Time	

## Institutional Plan 2016-2021

Focus Area: Stewardship – Anthropology, continued								
Objectives	16-17	17-18	18-19	19-20	20-21	Responsible Parties	Support Source	Status
"Tlatilco: People of the Lake" exhibition: design & produce exhibition supporting materials, write labels and install		X				Anthropology Curatorial Staff, Education Staff	Staff Time/ Museum Budget	
Increase staffing with Associate Curator			X			Administration	Museum Budget	
Digitize Cahuilla Continuum Exhibit			X			Anthropology Curatorial Staff		
"Tlatilco: People of the Lake": Experiential Activities			X			Anthropology Curatorial Staff, Education Staff	Staff Time/ Museum Budget	
Implement deaccession procedures for accessioned objects per Collections Management Policy	X	X	X	X	X	Anthropology Curatorial Staff	Staff Time	
Museum Native American Cultural Resource Center Planning and Assessment			X	X		Anthropology Curatorial Staff	Staff Time	
Complete Native American Cultural Resource Center					X	Anthropology Curatorial Staff	Staff Time/ Museum Budget	
Prepare for collections move to new collections storage facility				X		Anthropology Curatorial Staff	Staff Time	
Move Museum collections to new collections storage facility					X	Anthropology Curatorial Staff	Staff Time/Museum Budget	



# RIVERSIDE METROPOLITAN MUSEUM

## Institutional Plan 2016-2021

Focus Area: Stewardship – Anthropology, continued								
Objectives	16-17	17-18	18-19	19-20	20-21	Responsible Parties	Support Source	Status
Implement continuous improvement customer service measures to ensure high quality visitor experiences.	X	X	X	X	X	All Staff	Staff Time	

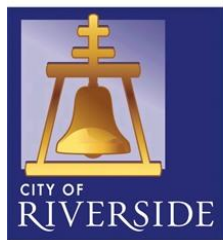
## Institutional Plan 2016-2021

<b>Focus Area: Stewardship – Historic Structures</b>								
<b>Goal:</b> Ensure that RMM's collections, objects and historic structures are preserved, documented and recorded, with global access.								
<b>Objectives</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>Responsible Parties</b>	<b>Support Source</b>	<b>Status</b>
Photograph collections, update ARGUS.net	X	X	X	X	X	Historic Structures Curatorial Staff	Staff Time	
Assess Heritage House perimeter fencing	X					Historic Structures Curatorial Staff	Museum Budget/Consultants as needed	
Assess Heritage House HVAC needs	X					Historic Structures Curatorial Staff	Museum Budget/Consultants as needed	
Assess Heritage House structural load	X					Historic Structures Curatorial Staff	Museum Budget/Consultants as needed	
Assess Heritage House electrical system	X					Historic Structures Curatorial Staff	Museum Budget/Consultants as needed	
Establish and implement cyclical maintenance inspection plan and schedule	X	X	X	X	X	Historic Structures Curatorial Staff	Staff Time/ Maintenance Staff	
Assess of RMM collections and their relevance to RMM mission	X	X	X	X	X	Natural History Curatorial Staff	Staff Time	



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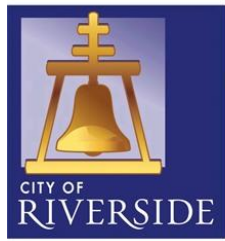
Focus Area: Stewardship – Historic Structures, continued								
Objectives	16-17	17-18	18-19	19-20	20-21	Responsible Parties	Support Source	Status
Implement deaccession procedures for accessioned objects per Collections Management Policy	X	X	X	X	X	Historic Structures Curatorial Staff	Staff Time	
Prepare for collections move to new facility				X		Historic Structures Curatorial Staff	Staff Time	
Assess Museum Collections and their relevance to the RMM Mission	X	X	X	X	X	Historic Structures Curatorial Staff	Staff Time	
Begin Heritage House HVAC project pending funding		X				Historic Structures Curatorial Staff/Contractor/Building Services	CIP Budget	CIP Request submitted
Complete Phase I of Harada House Foundation and Site Drainage Project		X				Historic Structures Curatorial Staff/Contractor/Building Services	CIP Budget	CIP Request submitted
Develop plan for documentary film on Harada House		X				Museum Board/Historic Structures Curatorial Staff	Volunteer Time/Staff Time	
Plan for Heritage House fence project		X				Historic Structures Curatorial Staff	Staff Time	
Create Heritage House Room Books		X	X	X	X	Historic Structures Curatorial Staff	Museum Budget/Staff Time	



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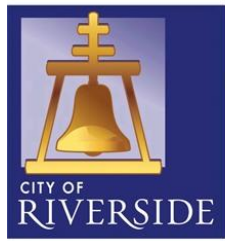
Focus Area: Stewardship – Historic Structures, continued								
Objectives	16-17	17-18	18-19	19-20	20-21	Responsible Parties	Support Source	Status
Seek funding for documentary film on Harada House			X			Museum Board/Historic Structures Curatorial Staff	Volunteer Time/Staff Time	
Produce Harada House Documentary Film					X	Museum Board/Historic Structures Curatorial Staff	Volunteer Time/Staff Time	
Develop and install Heritage House carriage house and barn exhibits					X	Historic Structures Curatorial Staff/Education Staff	Museum Budget/Staff Time	
Implement Harada House Foundation and Site Drainage Project Phase I	X					Historic Structures Curatorial Staff	Capital Projects Budget/Building Services	
Finalize Scope of Work for Harada House Foundation and Site Drainage Project Phase II	X					Historic Structures Curatorial Staff	Staff Time	
Implement Phase II Harada House Foundation and Site Drainage Project			X	X		Historic Structures Curatorial Staff/Contractor/Building Services	CIP Budget/Staff Time	
Finalize Phase III Harada House Foundation and Site Drainage Project					X	Historic Structures Curatorial Staff/Consultants	Staff Time	
Support Harada House Ad Hoc Committee in the efforts of site development and fundraising	X	X	X			Primary: Historic Structures Support: Administration	Staff Time	
Execute Harada House Ad Hoc Committee project plan				X	X	Primary: Historic Structures Support: Administration	Staff Time/ CIP/ Grants	



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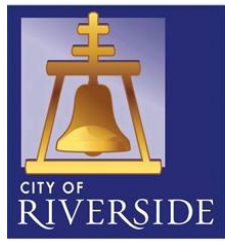
Focus Area: Stewardship – Historic Structures, continued								
Objectives	16-17	17-18	18-19	19-20	20-21	Responsible Parties	Support Source	Status
Execute Harada House Ad Hoc Committee Fundraising Plan		X	X	X	X	Primary: Historic Structures Support: Administration	Staff Time	
Implement continuous improvement customer service measures to ensure high quality visitor experiences.	X	X	X	X	X	All Staff	Staff Time	



# RIVERSIDE METROPOLITAN MUSEUM

## Institutional Plan 2016-2021

<b>Focus Area: Stewardship – Archives</b>								
<b>Goal:</b> Ensure that RMM's collections, objects and historic structures are preserved, documented and recorded, with global access.								
<b>Objectives</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>Responsible Parties</b>	<b>Support Source</b>	<b>Status</b>
Assess of RMM collections and their relevance to RMM mission	X	X	X	X	X	Archivist	Staff Time	
Update ARGUS.net archival entries	X					Archivist	Staff Time	
Submit photos to Online Archive of California	X	X	X	X	X	Archivist	Staff Time	
Prepare and submit Digitization Grant		X				Archivist	Staff Time	
Increase staffing w/Assoc. Archivist			X			Administration	Museum Budget	
Implement digitization planning grant			X			Archivist	Grant funds/ Staff Time	
Prepare for collections move to new collections storage facility or consolidated archives space				X		Archivist	Staff Time/Museum Budget	
Move archives collection to new storage facility or consolidated archives space					X	Archivist	Staff Time/Museum Budget	
Implement continuous improvement customer service measures to ensure high quality visitor experiences.	X	X	X	X	X	All Staff	Staff Time	



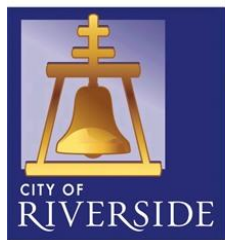
# RIVERSIDE METROPOLITAN MUSEUM

## Institutional Plan 2016-2021

<b>Focus Area: Stewardship – Natural History</b>								
<b>Goal:</b> Ensure that RMM's collections, objects and historic structures are preserved, documented and recorded, with global access.								
<b>Objectives</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>Responsible Parties</b>	<b>Support Source</b>	<b>Status</b>
Assess of RMM collections and their relevance to RMM mission	X	X	X	X	X	Natural History Curatorial Staff	Staff Time	
Continue Invertebrate Zoology collection inventory	X	X	X	X	X	Natural History Curatorial Staff	Staff Time	
Photograph collections, update ARGUS.net	X	X	X	X	X	Natural History Curatorial Staff	Staff Time	
Continue conservation packing of Earth Sciences collection	X	X	X	X	X	Natural History Curatorial Staff	Staff Time	
Hire Associate Curator/Natural History (botanist) to work on Museum Clark Herbarium	X	X	X	X	X	Natural History Curatorial Staff	Staff Time	
Complete development and implementation of Natural History exhibition space on first floor of Main Museum	X					Natural History Curatorial Staff/Museum budget	Staff Time	
Complete development and implementation of plans for history and natural history first floor exhibition space with experiential education programming	X	X				Natural History Curatorial Staff/Education Staff	Staff Time	

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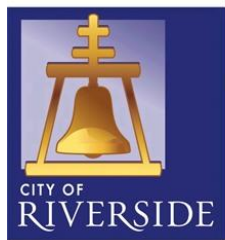
Focus Area: Stewardship – Natural History, continued								
Objectives	16-17	17-18	18-19	19-20	20-21	Responsible Parties	Support Source	Status
Resolve identification and provenance issues for Herbarium specimen backlog		X				Natural History Curatorial Staff	Staff Time	
Mount and finalize status of backlog of Herbarium specimens			X			Natural History Curatorial Staff	Staff Time	
Digitization and geo-referencing of Herbarium inventory		X	X			Natural History Curatorial Staff	Staff Time	
Expand botanical partnerships and City regional parks			X			Natural History Curatorial Staff	Staff Time	
Prepare for collections move to new facility				X		Natural History Curatorial Staff	Staff Time	
Move natural history collection new storage facility					X	Natural History Curatorial Staff	Staff Time	
Begin conservation packing of vertebrate fossils in Earth Sciences Collection					X	Natural History Curatorial Staff	Staff Time	
Implement continuous improvement customer service measures to ensure high quality visitor experiences.	X	X	X	X	X	All Staff	Staff Time	



# RIVERSIDE METROPOLITAN MUSEUM

## Institutional Plan 2016-2021

<b>Focus Area: Stewardship – History</b>								
<b>Goal:</b> Ensure that RMM’s collections, objects and historic structures are preserved, documented and recorded, with global access.								
<b>Objectives</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>Responsible Parties</b>	<b>Support Source</b>	<b>Status</b>
Assess Museum collections and their relevance to the RMM Mission	X	X	X	X	X	History Curatorial Staff	Staff Time	
Photograph collections, update ARGUS.net	X	X	X	X	X	History Curatorial Staff	Staff Time	
Increase staffing with Curatorial Assistants to assist with collections management	X	X				Administration	Museum Budget	
Implement best practices for collections storage	X	X	X	X	X	History Curatorial Staff	Staff Time	
Install American Library Association “Changing America: The Emancipation Proclamation, 1863 and the March on Washington, 1963” and the Towels Collection Exhibition	X					History Curatorial Staff/Education Staff	Staff Time/Museum Budget	
Develop and implement history first floor exhibition space exhibit and experiential educational programming	X	X				History Curatorial Staff/Education Staff	Staff Time/Museum Budget	
Develop and Install Exhibit “Telling Riverside’s Story in 50 Objects: 1930-today”		X	X			History Curatorial Staff	Staff Time/Museum Budget	
<b>Focus Area: Stewardship – History, continued</b>								
<b>Objectives</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>Responsible Parties</b>	<b>Support Source</b>	<b>Status</b>



# RIVERSIDE METROPOLITAN MUSEUM

## Institutional Plan 2016-2021

Update existing pocket exhibits at off-site locations		X				History Curatorial Staff	Staff Time	
Increase staff with Associate Curator			X			Administration	Museum Budget	
Develop and install off-site pocket exhibits at new locations			X			History Curatorial Staff/Education Staff	Staff Time	
Digitize Riverside History Exhibit				X		History Curatorial Staff	Staff Time	
Prepare for collections move to new facility				X		History Curatorial Staff	Staff Time	
Move Collections to new storage facility					X	History Curatorial Staff	Staff Time	
Implement continuous improvement customer service measures to ensure high quality visitor experiences.	X	X	X	X	X	All Staff	Staff Time	