

August 2, 2011

**AAM  
Accreditation  
Commission**

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State Museum,  
Springfield,  
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Center,  
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Director, The  
Newark Museum,  
New Jersey

**James Welu**  
Director,  
Worcester  
Museum of Art,  
Worcester,  
Massachusetts

Ms. Lori Mannel  
Executive Director  
Pacific Grove Museum of Natural History  
165 Forest Ave  
Pacific Grove, CA 93950-2612

Dear Ms. Mannel:

After much consideration, the AAM Accreditation Commission voted to table its decision on accreditation for the Pacific Grove Museum of Natural History. We discussed your museum at great length at our July 18-20, 2011 meeting, reviewing the Self-Study Questionnaire and supporting documents and the Visiting Committee's report.

We congratulate the city, the foundation and the former Museum Association Board on the thoughtful way they handled the operational transfer for the museum to ensure long-term sustainability. However, there are several issues that have been neglected over the years and the museum needs to focus on before we can award subsequent accreditation.

**Collections Stewardship**

- Development of a more comprehensive collections management policy and appropriate forms (e.g., forms for incoming and outgoing loans, temporary receipt of gift, deed of gift, and deaccession and disposal).
- We know you are currently pursuing a Collections MAP on your own initiative. We would like a copy of the MAP report, with information on the steps you are taking to implement the suggestions, with your final report.

**Facilities & Risk Management**

- Expansion of emergency and disaster planning to include strategies and recovery priorities for collections.

We also refer you to the Visiting Committee's report for further comments.

On average, 30% of all museums are tabled by the Commission at each meeting. We find that museums often use their tabling decision as an opportunity to address issues they recognize as areas of concern. You will be reassured to know that in the majority of these kinds of decisions, tabling issues get resolved and accreditation is awarded.

A copy of the Visiting Committee's report is enclosed, along with more information about tabling process steps and tabling decisions. During the tabling period the museum should address the issues cited above. As part of the tabling process:

- ✓ The museum must submit a progress report, with relevant supporting documentation to the Accreditation Program staff, **on or before December 28, 2011**, for review by the Accreditation Commission at our March 2012 meeting.
- ✓ We will review the museum's final report at our fall 2012 meeting and make our decision regarding accreditation based on the progress the museum has made in addressing our concerns. A specific report due date will be determined following our review of the progress report.

I encourage you to contact Dana Twersky, Assistant Director of Accreditation, at (202) 218-7719 or via e-mail at [dtwersky@aam-us.org](mailto:dtwersky@aam-us.org) if you have questions about the tabling process or to arrange a phone call with me to discuss any questions or concerns you may have about the Commission's decision. Thank you.

Sincerely yours,

*Bonnie W. Styles*

Bonnie W. Styles  
Chair, Accreditation Commission  
Director, Illinois State Museum

Enclosures

Site Visit Report

What You Need to Know About: The Museum's Site Visit Report

What You Need to Know About: The Tabling Decision and Process

Guidelines for the Institution on: Tabling Action Progress and Final Reports

Annual Statistics At-A-Glance

cc: Mr. Jason Burnett, President, Museum Board of Directors  
Ms. Greta Brunschwyler, Visiting Committee Team Contact  
Ms. Linda Burkhart, Visiting Committee Team Member