

DRYDEN & DISTRICT MUSEUM
Policies & Standards
2005

DRYDEN & DISTRICT MUSEUM STANDARDS

VISION STATEMENT

Our Vision is the achievement of a Museum and Cultural Heritage Centre with innovative partnerships.

MISSION STATEMENT

The Dryden & District Museum will collect, catalogue, research, exhibit, preserve and interpret artifacts, which reflect the human, cultural and industrial development of Dryden and district.

The Museum will offer opportunities to visitors for learning and understanding the historical progression of Dryden and surrounding area.

RESEARCH STANDARD

OBJECTIVE

The museum's research will be consistent with the Museum's Mission Statement. The on-going research activities will continually expand, therefore adding to the knowledge and enjoyment of visitors and researchers.

The research undertaken will continue to contribute to the development of accurate exhibits, interpretation, education programs and the production of publications.

Research Policy 01.01

1. The museum will ensure that there is appropriate space available for staff and outside researchers to carry out research.
2. The museum will determine research priorities annually based on the planned exhibits, programmes and publications scheduled for the year or within the long-term goals established by the staff and Board.
3. The museum will demonstrate a commitment to ethical behaviour by keeping records and ownership of information confidential.
4. The museum will meet municipal, provincial and federal legislative requirements, which have an impact on research activities undertaken and products developed.
5. The museum will not infringe on copyrighted materials.
6. The museum will ensure that a portion of the museum's annual budget will be allocated for staff to carry out research both on and off-site.
7. The museum will ensure that staff is trained in the handling of artifacts while carrying out research.
8. The museum will ensure the safety of the artifacts while out-side researchers carry out their research.

DRYDEN & DISTRICT MUSEUM STANDARDS

COLLECTIONS STANDARD

OBJECTIVE

The museum will collect artifacts, which reflect a tangible representation of Dryden's heritage and fit the parameters of the Mission Statement.

The museum will guarantee the maintenance of proper documentation and care of collections to ensure that they will retain their historical and informational value.

The term "**collection**" means the acquisition of historically significant artifacts that contribute to an understanding of past human behaviour, customs and activities.

Collection Development Policy 01.02

1. The museum will ensure that the scope of the collection is consistent with the Museum's Mission Statement.
2. The Curator of the museum will determine the acceptability of an artifact for the museum's collection. In some cases, acceptability may be determined by the Curator in consultation with a Collections Committee (composed of the Museum Curator and board members) or the Museum Board if the Curator deems it necessary.
3. The museum will establish priorities for collection development in keeping with the Museum's Mission Statement. *(There will be exceptions to the collection policy only if the collection or artifact will enhance the museum through increased visitor participation or of benefit to researchers)*
4. The museum will not collect duplicate artifacts unless they will serve to enhance traveling educational kits and hands-on use by researchers & students.
5. Artifacts donated to the museum are unconditional gifts and once relinquished by the owner through signing of the gift agreement become the property of the museum.
6. The museum will not give appraisals for external purposes.
7. Artifacts donated will not be returned to the donor or their relatives once the donation is final. *(The term "**final**" means that the gift documentation is signed or the artifacts have been in the museum collection for a period of over 5 years)*
8. Acquisition of artifacts will be achieved through one of the following methods:
 - a) Donation
 - b) Purchase
 - c) Exchange

DRYDEN & DISTRICT MUSEUM STANDARDS

9. The museum will demonstrate a commitment to ethical behaviour. The museum will not collect the human remains of any culture.
10. The museum will respect the right of descendants to repatriate artifacts of a religious or ceremonial nature that pertain to the Repatriation Act (e.g. medicine bags, drums, pipes etc.)
11. The museum will meet municipal, provincial and federal legislative requirements that have an impact on collecting activities. The museum will not collect illicit materials or artifacts.
12. To meet conservation requirements the museum will not guarantee that artifacts donated would be exhibited continually.

Collections Management Policy 01.03

1. All artifacts accepted by the museum into its catalogued collection must be in reasonable condition.
2. The museum will collect duplicate artifacts/objects that will be catalogued separately for examination or study by researchers.
3. The museum will also collect duplicate artifacts/objects that are intended for hands-on use only.
4. Each artifact in the museum's collection will be documented and will include the following information:
 - a) Donor information
 - b) Object description & class
 - c) Pictorial record - photograph/digital/drawing
 - d) Accession & identification numbers
 - e) Date received
 - f) Provenance description
 - g) Historical relevance
 - h) Condition
 - i) Location
 - j) Any other pertinent information
5. The museum will ensure that all in-coming and out-going loans have signed documentation. The museum will take all precautions to ensure the safety of the artifacts/objects whether "out" or "in" on loan.

DRYDEN & DISTRICT MUSEUM STANDARDS

6. Artifacts will be accepted on loan by the museum for a specific purpose, i.e. special displays, photographic reproduction, etc. All artifacts accepted, as a short-term loan will have a pre-determined time limit, agreed upon by both parties concerned.
7. Loan exceeding 4 months will not be accepted from individual because of the expense involved in housing, handling, maintaining and insuring the loaned objects.
8. The museum will adhere to the conservation requirements of the artifacts in the museum's collections during the labeling, care and handling of the artifacts.
9. The museum will ensure that staff carrying out the duties of registrar is trained appropriately.
10. The museum will be committed to providing for space and time for registration of the collections.
11. The museum will adhere to municipal, provincial and federal legislation that impact museum collection records such as:
 - a) Canadian Firearms Legislation
 - b) WHIMS (hazardous material)
12. The museum will ensure that a portion of the museum's budget will be allocated to collection management activities.
13. The museum will maintain a combination of paper-based and electronic documentation system. The system will include the following:
 - a) Standardized numbering system
 - b) An accession register
 - c) A master catalogue file
 - d) Signed donor and loan forms
14. The museum will retain back-up copies of all collection management records off-site in a secure location at City Hall.
15. The museum will ensure that all the collection records are kept current.

De-accession Policy 01.04

Artifacts in the museum collection deemed to be historically insignificant, irrelevant, duplicates or are not useful for exhibit, loan or research may be de-accessioned.

DRYDEN & DISTRICT MUSEUM STANDARDS

1. The Curator will determine the deaccessioning of an artifact from the museum's collection. In some cases, the decision will be made in consultation with a Collection Committee (composed of the Curator and members of the board) or the Museum Board if the Curator deems it necessary.
2. The process of deaccessioning will be thoroughly documented so that a permanent record of the museum's actions is available for future reference. The catalogue number must be removed from the object; however, the catalogue number must be maintained in the accession records along with the necessary details of the disposal.
3. Disposal of such artifacts will be accomplished in one of the following manners:
 - a) Offered to another museum either by sale, gift or exchange
 - b) Offered to a cultural institution either by sale, gift or exchange
 - c) Offered to an educational institution either by sale, gift or exchange
 - d) Offered back to the donor unless a tax receipt was issued for the donation.
 - e) Destroyed or sold to the public as a last resort (*On no occasion will staff or members of the Dryden Museum Advisory Board be permitted to purchase any of the items for disposal*)

DRYDEN & DISTRICT MUSEUM STANDARDS

GOVERNANCE STANDARD

OBJECTIVE

The museum will ensure that accountability is demonstrated and that the advisory body follows the adopted “Vision Statement” and “Mission Statement” of the organization.

Governance Policy 01.05

1. A publicly accountable body, known as the “Dryden Museum Advisory Board”, will work with the Museum Curator in an advisory capacity for the museum.
2. The museum will have written documents including the following:
 - (a) A Museum Advisory Board will have authority for the museum as set out in the Corporation of the City of Dryden By-Law # 3226-2005.
 - (b) The museum follows a “Vision Statement” and objectives outlined in the “Mission Statement”.
 - (c) In the event that the museum will cease to operate the following process will apply:
 1. The “collection” in its entirety shall be offered either by sale or by gift to another museum within the region of “Sunset Country”.
 2. The “collection” in part shall be offered either by sale or by gift to other museums within the region of “Sunset Country”.
 3. The “collection” shall be offered by either sale or by gift in its entirety or in part to other museums within the Province of Ontario.
 4. The “collection” shall be offered either by sale or by gift to other museums within Canada.
 5. As a last resort, the “collection” will be offered back to the donor (if no tax receipt was issued) or to the public through public auction. (*On no occasion will staff or members of the Dryden Museum Advisory Board be permitted to purchase any part of the “collection”*).
 6. All other assets including building, land, furniture, equipment, supplies and props shall remain the property of the Corporation of the City of Dryden

DRYDEN & DISTRICT MUSEUM STANDARDS

7. The Corporation of the City of Dryden will cover all liabilities as stated in the By-law # 3226-2005.
3. The museums advisory body will follow the authority of the Corporation of the City of Dryden By-Law #3226-2005, which states the following:

THE CORPORATION OF THE CITY OF DRYDEN

BY-LAW NUMBER 3226-2005

BEING A BY-LAW TO AMEND THE MUNICIPAL CODE OF THE CORPORATION OF THE CITY OF DRYDEN – BY DELETING AND REPLACING CHAPTER 129 – MUSEUM.

WHEREAS subsection 11 (1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a single-tier municipality may pass by-laws respecting matters within the sphere of jurisdiction of culture, parks, recreation and heritage; and,

WHEREAS subsection 8. of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, and powers of a natural person for the purpose of exercising its authority under this or any other Act; and,

WHEREAS subsection 5 (1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that the powers of a municipality shall be exercised by Council; and,

WHEREAS subsection 5 (3) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 8. shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and,

WHEREAS The Council of The Corporation of The City of Dryden deems it necessary and expedient to amend the Municipal Code of The Corporation of the City of Dryden , Chapter 129 – Museum to change the name and responsibilities of the “Board”.

NOW THEREFORE The Council of The Corporation of The City of Dryden enacts as follows:

1. THAT the Municipal Code of The Corporation of The City of Dryden is hereby amended by deleting Chapter 129 – Museum and replacing it with a new chapter entitled Museum to provide for the establishment of the Dryden Museum Advisory Board and to read as follows:

DRYDEN & DISTRICT MUSEUM STANDARDS

ARTICLE I Dryden Museum Advisory Board

§ 129-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

BOARD – The Dryden Museum Advisory Board.

MEMBER – A duly appointed member of the Board.

MUSEUM – Dryden and District Museum.

§ 129-2 Establishment.

- A. The Board shall be established and known as the “Dryden Museum Advisory Board”.
- B. The Board shall act as in an advisory capacity to the Council for the museum facilities.

§ 129-2. Composition, term.

- A. Members shall be appointed by Council for the term of that Council.
- B. The Board shall consist of up to nine (9) members who are qualified to be elected as members of Council. One member may be a member of Council.

§ 129-3. Organization; meetings, chair, minutes, records.

- A. No less than eight (8) meetings of the Board shall be held during the year.
- B. The Chair of the Board shall be appointed by the majority of members of the Dryden Museum Advisory Board on an annual basis.
- C. The Board shall keep minutes of its meetings and shall keep all papers and documents pertaining to the business of the Board.

§ 129-4. Responsibilities.

- A. The Board shall act in an advisory capacity to the Council for the museum facilities.

DRYDEN & DISTRICT MUSEUM STANDARDS

- B. The Board, in conjunction with the Museum Curator shall review and make recommendations to Council through Senior Management on the Standards and Policies – Dryden Museum Advisory Board, future development, long-term planning, policies, rules and regulations relating to the museum facilities.
- C. All personnel issues and issues pertaining to the daily operation of the museum facilities shall be the responsibility of Council, Senior Management and the Museum Curator unless otherwise delegated by Council.
- D. All deposits and payments shall be made through the Treasurer of the City of Dryden as regulated by the Municipal Act.
- E. The Council of the City of Dryden may grant such aid in the yearly estimates, as from time to time it deems necessary.
- F. The Board shall be authorized and empowered to do the following things, namely:
 - (1) To encourage the gifts of money and property from businesses, corporations or individuals and to fundraise for special projects and programs.
 - (2) To do all such other lawful things as are incidental or conducive to the achievement of its objectives.
- G. The Board shall support the Museum in carrying out its Vision and Mission Statements.
- H. In carrying out the provision of this article, the Board shall, at all times, be the agent of The Corporation of the City of Dryden and, while acting bona fide within the limits of the authority of this article, neither the Board nor any member thereof shall incur a liability on behalf of the Board or The Corporation of the City of Dryden by reason of anything done or left undone by the Board provided, however that nothing in this paragraph contained shall authorize or empower the Board to incur any debt, liability of obligation for which The Corporation of the City of Dryden shall become liable without having previously obtained the consent of the Council.
- I. The Museum's operation will meet municipal, provincial and federal legislation that have bearing on its operation and activities.
- J. The Museum and its staff will be committed to ethical behaviour as an institution or as individuals. The Museum and its staff will follow the Canadian Museum Association Ethical Guidelines.

DRYDEN & DISTRICT MUSEUM STANDARDS

- K. The Museum's operation and activities will be directed by short and long-term written plans that are relevant to the Museum's "Vision Statement and Mission Statement".
- L. The Museum shall adopt The Corporation of the City of Dryden's Corporate Values and Beliefs.

CONSERVATION STANDARD

OBJECTIVE

The museum will ensure the preservation of its collection through sound preventative and good conservation measures. It will ensure that the collection is kept in trust for future generations.

Conservation Policy 01.06

1. The museum will achieve conservation on the collection by the following means:
 - (a) The museum will ensure that there are good preventative care measures in place to protect the collection from damage. In the event that conservation care is required and depending on the nature of the treatment the museum will ensure the appropriate measures are taken to care for the item in question.
 - (b) The museum will be committed to preventative conservation of its collection through regular assessment and good housekeeping practice.
 - (c) The museum will ensure that priority measures are in place for objects that are in need of conservation treatment and that the treatment is carried out by a trained professional if deemed necessary by the curator.
 - (d) The museum will ensure that only those who have training pertaining to conservation treatment will be responsible for collection management.
 - (e) The museum will keep up-to-date Canadian Conservation Institute Notes on hand to refer to when basic conservation treatment is required on objects. The museum will also consult qualified experts when deemed necessary for objects that require more intensive treatment.
 - (f) The museum will be committed to ethical behaviour in the care of its collection.
 - (g) The museum will meet all municipal, provincial and federal legislative requirements that may have an impact on the conservation of its collection.
2. The museum will be committed to protecting the collection through proper care and handling through the following:

DRYDEN & DISTRICT MUSEUM STANDARDS

- (a) Ensuring that staff are trained in the safe handling of artifacts and that instruction and practice are carried out periodically to reaffirm the training.
 - (b) The museum will ensure that any artifact that is to be exhibited, used for hands on activities or interpretation can withstand the use.
 - (c) The museum will carry out safe packing, unpacking and transporting of artifacts and will ensure that staff are appropriately trained in those procedures.
3. The museum will provide separate spaces for the storage of its collection. These areas will be:
- (a) Designated for collection storage areas for artifacts only.
 - (b) A storage area large enough to store the collection without crowding and will be large enough to accommodate for future growth.
 - (c) Organized by type of object or material.
 - (d) Carry out weekly housekeeping in the collection storage area and that staff or volunteers are trained to carry out the duties.
 - (e) Ensure that the lights are kept out during closed hours and when staff are not in the storage area.
 - (f) Restricted to the curator, museum staff and volunteers. No volunteer will have admittance to the storage area without permission of the curator or designate. All others such as building maintenance personnel must check in with staff prior to entering the collection storage area.
 - (g) Equipped with suitable safe shelves, cabinets, cupboards and supports for the artifacts. The shelves will be lined with non-slip poly-foam to prevent slippage. All shelves will have lips installed to prevent slippage. Any shelving that could potentially off-gas will be lined with Mylar or aluminum foil. Artifact supports will be constructed from material that are safe for the artifacts.
4. The museum will maintain the safety and preservation of the artifacts while on exhibition by:
- (a) Ensuring that the cases and floor spaces are large enough to exhibit the artifacts with crowding or distortion.

DRYDEN & DISTRICT MUSEUM STANDARDS

- (b) Ensuring that any artifact that is on exhibition have adequate support that will not be harmful to the artifact.
 - (c) Constructing cases, artifact mounts or supports, labels and backgrounds out of material that is safe for the artifacts. The adhesive used during any of the above will be safe for the artifacts.
 - (d) Only staff that have been trained will be allowed to clean or handle artifacts during exhibition planning, preparation or construction.
 - (e) Exhibiting artifacts only for the length of time recommended in the CCI Notes (*artifacts will be exhibited for less than the recommended time if the condition of the artifacts are less than good*).
 - (f) Checking artifacts weekly while on exhibition for damage or loss.
5. The museum will ensure the security of the collection by:
- (a) Taking all necessary measures to protect the collection from water damage through regular inspection and maintenance of water pipe system and by a routine maintenance and cleaning eavetroughs.
 - (b) Protecting the artifacts from theft and vandalism by restricting access to the collection while on exhibition by using cases that are locked, keeping small artifacts out of reach, restricting bags, knapsacks etc., from the exhibit area and by regular monitoring of the objects while on display. The museum will ensure that the security system is activated after hours and that collection storage area is restricted to use by staff only or by the approval of the curator or designate.
 - (c) Following sound preventative measures to prevent the occurrence of a disaster. In the event of a disaster, the museum staff will follow standard procedures to handle the emergency or disaster as laid out in the museum's Disaster Plan. All staff will be required to be completely aware of the contents of the plan and will be trained to carry out the duties listed within the plan.
6. The museum will ensure that the artifacts in storage or on exhibition have an appropriate environment by:
- (a) Ensuring that visible light levels are maintained at acceptable standards with the CCI Notes by use of filters, dimmers and blinds. Acceptable levels will be no more that 50 lux for sensitive materials (e.g. dyed textiles), no more than 150 lux for moderately sensitive material (e.g. varnished painting), and no more than 300 lux for material that are not sensitive (e.g. stone and ceramics). That a

DRYDEN & DISTRICT MUSEUM STANDARDS

maximum of 75 watts/lumen of ultraviolet light will be maintained for all artifacts with the exception of non-light sensitive objects. Staff will use a Lux Meter to monitor and recorded lux levels for all objects on exhibition and in storage.

- (b) Ensuring that all ultraviolet light is removed by keeping blinds closed and filters applied to windows.
 - (c) Maintaining R/H levels within a 40% to 60% and by maintaining temperatures within a 20 – 22 Celsius range.
 - (d) Reducing dust and pollution by keeping the interior door on the vestibule closed, by monthly replacement of the air filters on the ventilation systems and by annual cleaning of the ducts. The museum will use doormats at all entrances that are used by the staff and the public and will vacuum the storage and exhibition area on a weekly basis. The museum will not permit smoking within the facility.
 - (e) Carrying out a weekly cleaning and maintenance of the facility by trained staff and volunteers.
 - (f) Ensuring that a weekly monitoring schedule for pests is carried out by the placement of pest trap throughout the facility and that materials that are prone to moths are checked for evidence of infestation on a regular basis. Garbage will be removed from the building on a daily basis. No food or drinks will be allowed in the collection storage area.
 - (g) Monitoring R/H and temperature levels in all storage and exhibition areas twice daily and recording readings, any deficiencies noticed will be corrected. Staff will use a hand-held thermohygrometer and will be trained to take accurate readings.
7. The museum will ensure that conservation treatment will not damage artifacts and are carried out in accordance with professional standards of practice by:
- (a) Ensuring that staff treating artifacts are trained to an appropriate level for basis conservation of needs on artifacts. The museum will maintain up-to-date CCI Notes for staff to refer to during conservation assessment of artifacts. Staff will consult with a professional conservator for any serious situations that are beyond their training.
 - (b) Recording any conservation requirement or treatment during the assessment of artifacts. Staff will keep records of treatment or required treatment in the form of “Condition Report”, which will be kept on file.

DRYDEN & DISTRICT MUSEUM STANDARDS

- (c) Carrying out conservation treatment in an area that is separate from the exhibition and storage areas and that the area is appropriately equipped and ventilated in accordance with health and safety standards. All measures will be taken to protect the artifacts from damage and to keep the staff safe during any conservation treatment. The museum will adhere to the City of Dryden Health and Safety Policy during any conservation treatment (e.g. wearing goggles, protective ventilation equipment).

DRYDEN & DISTRICT MUSEUM STANDARDS

EXHIBITION STANDARD

OBJECTIVE

The museum will ensure that exhibits are reflective of the Museum's Vision Statement and Mission Statement and that staff follow a planning and presentation process during exhibition development. The museum will strive for accuracy and objectivity in all aspects of exhibitions, whether they are permanent or temporary installations. The museum will adhere to the requirements of other standards that have a connection to exhibition development such as Interpretation & Education, Conservation, Research and Collections Management. The museum will produce a minimum of six in-house and no more than four traveling exhibitions annually.

Exhibition Policy 01.07

1. The Museum's Exhibition Policy will:
 - a) Ensure that the themes and number of exhibitions reflect the Mission Statement and that it will meet the needs and interests of the community.
 - b) Demonstrate a commitment to accuracy and objectivity when presenting exhibitions.
 - c) Demonstrate a commitment to ethical behaviour throughout the exhibition process.
 - d) Meet the conservation requirements for artifacts during use in exhibitions.
 - e) Meet municipal, provincial and federal legislative requirements that affect exhibit design such as the Health & Safety, copyright, Firearms and disabilities.
2. All museum exhibitions will be consistent with the exhibition policy.
3. The museum will maintain an exhibition schedule comprising of a mix of permanent and temporary exhibits.
4. The museum will ensure the relevance, accuracy and effective communication of all exhibits by:
 - a) The use of clearly defined objectives and evaluating the exhibitions against the objectives.
 - b) Utilizing appropriate expertise of staff, volunteers, community groups and consultants,
 - c) Carrying out sufficient research.
5. The museum ensures that all persons involved in planning, preparation and installation of exhibitions will have the necessary skills and training.

DRYDEN & DISTRICT MUSEUM STANDARDS

6. The museum will ensure that exhibits are safe for visitors and staff by:
 - a) Placing hazardous materials in display cases.
 - b) Adequately supporting, securing or providing barriers against heavy objects or moving parts that could cause injury.
 - c) Training staff in the safe operation or handling of exhibitions (e.g. machinery).
 - d) Meeting legislated requirements in handling and exhibiting firearms.
7. The museum endeavours to ensure that exhibits are accessible and capable of utilization and enjoyment by visitors of all ages and abilities.
8. The museum will ensure that exhibits effectively promote learning and enjoyment through:
 - a) Providing a variety of interpretation methods that will meet a range of visitor needs.
 - b) Regularly replacing artifacts in permanent exhibits with different examples for the community's enjoyment as well as conservation needs.
9. The museum will allocate a portion of the budget annually for exhibit development, design, construction, maintenance and evaluation.
10. The museum will carry out exhibition preparation in a separate area away from storage and exhibition areas.

INTERPRETATION AND EDUCATION STANDARD

OBJECTIVE

The museum will provide Interpretation and Education programs that will reflect the Museum's Vision Statement, Mission Statement, Exhibition and Research Standards. The programs will provide opportunities for the community to interact with the collections and information provided. The museum's programs will meet school curriculum and reach audiences of all ages, interests and abilities.

Interpretation and Education Policy 01.08

1. The museum's Interpretation and Education Policy will:
 - a) Ensure that the themes, content and formats of interpretation and education programs are consistent with the Museum's Mission Statement and meet the needs and the interests of the communities it serves.
 - b) Establish priorities for developing interpretation and education programs.
 - c) Ensure that appropriately trained staff will be responsible for interpretation and education program development.
 - d) Demonstrate a commitment to accuracy and objectivity.
 - e) Demonstrate a commitment to ethical behaviour.
 - f) Demonstrate a commitment to meet conservation standards in the use of artifacts.
 - g) Meet municipal, provincial and federal legislative requirement (i.e. copyright, disabilities legislation).
2. The museum will offer interpretation and education programs comprising of a mix of school programs, public programs and special events:
 - a) That will be consistent with the Museum's Vision Statement and Mission Statement and will meet the needs of the community it serves.
 - b) That will promote learning and enjoyment for all ages and abilities.
3. The museum will ensure the relevance, accuracy and effective communication of its interpretation and education programs by:
 - a) The use of clearly defined and measurable learning objectives and outcomes, and evaluating the programs.
 - b) Utilizing the expertise available such as trained staff, volunteers, community groups and consultants.
 - c) Carrying out research.
4. The museum will ensure that all staff involved in the development and delivery of interpretation and education programs will have the appropriate skills and training.

DRYDEN & DISTRICT MUSEUM STANDARDS

5. The museum will provide sufficient space and a safe and secure environment for interpretation and education programs.
6. The museum will ensure that a portion of the budget is allocated for interpretation and education program expenses annually.

DRYDEN & DISTRICT MUSEUM STANDARDS

PHYSICAL PLANT STANDARD

OBJECTIVE

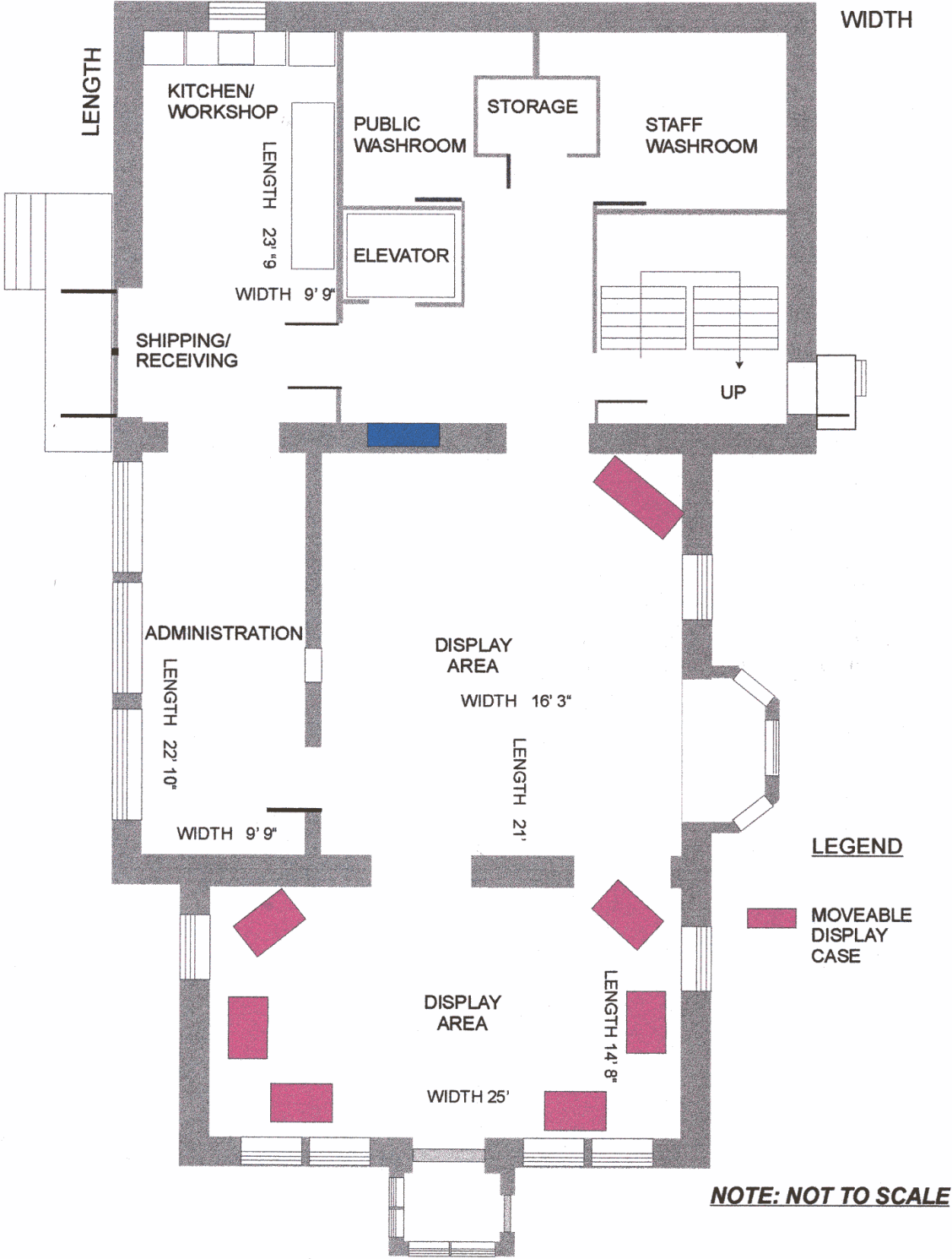
The museum will provide regular maintenance to the building and grounds to ensure a safe and functional environment for staff, visitors, the collection and all associated activities.

Physical Plant Policy 10.09

1. PHYSICAL PLANT and GROUNDS LAYOUTS

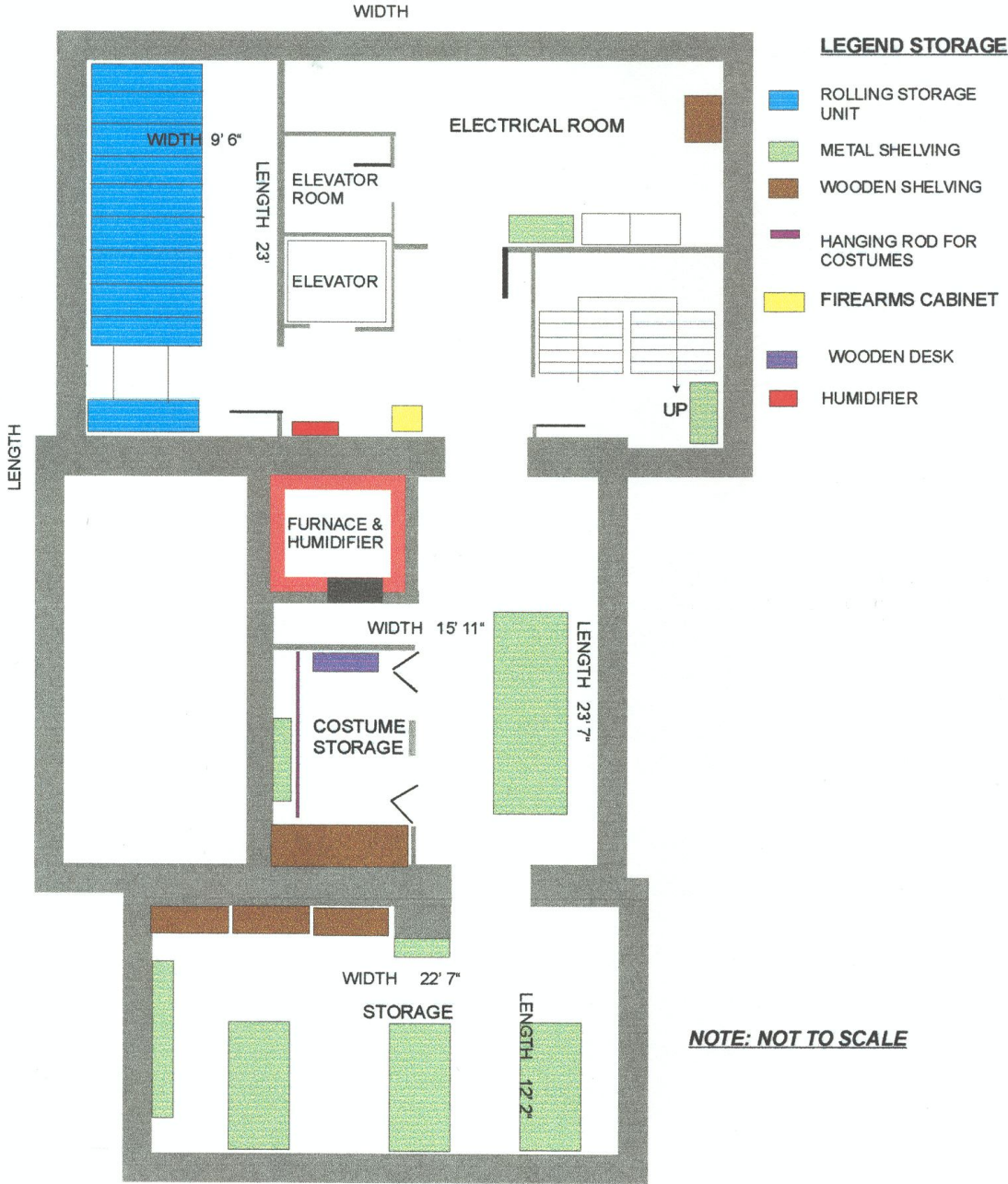
DRYDEN & DISTRICT MUSEUM STANDARDS

PHYSICAL PLANT STANDARD – MUSEUM MAIN LEVEL FLOOR PLAN



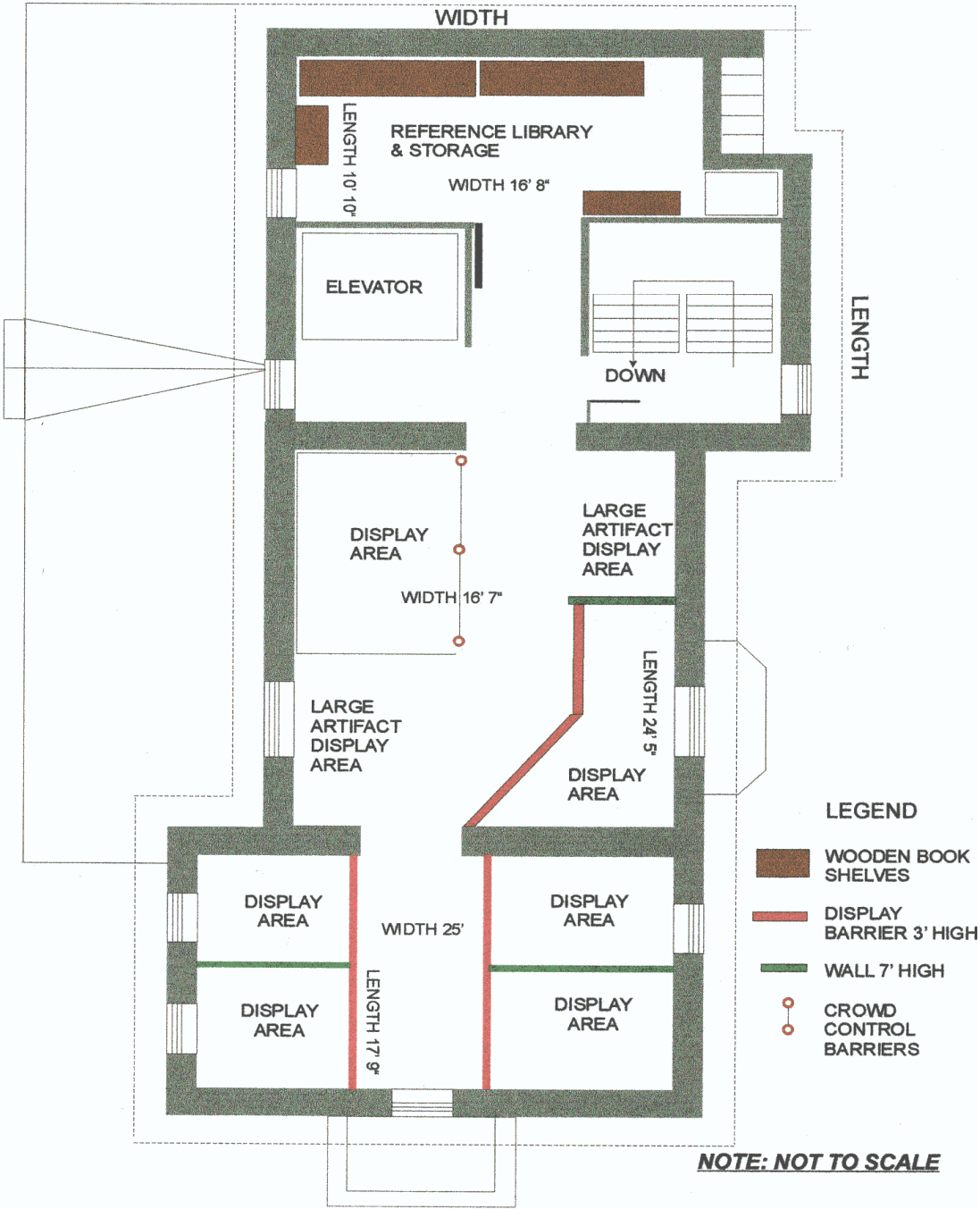
DRYDEN & DISTRICT MUSEUM STANDARDS

PHYSICAL PLANT STANDARD – MUSEUM LOWER LEVEL FLOOR PLAN



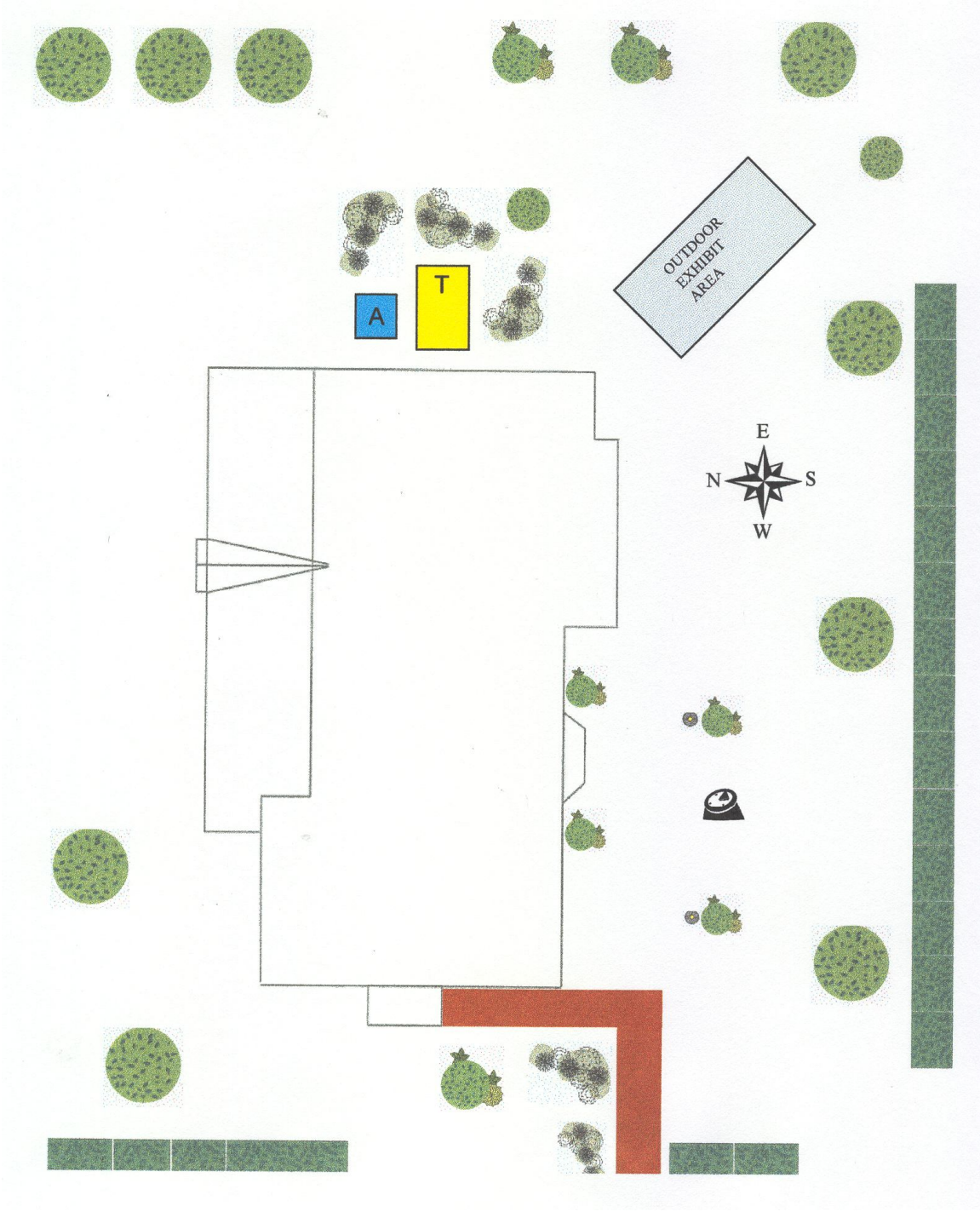
DRYDEN & DISTRICT MUSEUM STANDARDS

PHYSICAL PLANT STANDARD – UPPER LEVEL FLOOR PLAN



DRYDEN & DISTRICT MUSEUM STANDARDS

PHYSICAL PLANT STANDARD – MUSEUM GROUNDS LAYOUT



DRYDEN & DISTRICT MUSEUM STANDARDS

- a) The museum will accommodate the physical and functional needs of its users, staff, collections and activities.
 - b) The museum ensures that the building and grounds are appropriate to the museum's Mission Statement and the role and image it presents to the community.
2. The museum will meet its obligation to federal, provincial and municipal requirements relating to the safety of staff, visitors and property,
3. The museum ensures that environmental conditions are maintained within the Ministries standards and are appropriate to its function.
4. The museum ensures the security of its users, staff, collections and information by:
 - a) Disseminating information relating to potential threats that may affect the museum such as, fire, water, vandalism and pollutants. This will be achieved by the information in the Disaster Plan, periodicals in the quarterly newsletter and bulletins.
 - b) Monitoring and inspecting security equipment on a monthly basis and up-dating where necessary.
 - c) Following the procedures in the Disaster Recovery Plan.
 - d) Training staff and volunteers on the implementation procedures in the Disaster Recovery Plan.
 - e) Establishing and following monthly testing and assessment procedures to determine effectiveness of emergency procedure in the Disaster Recovery Plan.
 - f) Effectively researching any new additions to security systems for their potential impact on the collections, the museum's character and functions.
 - g) Adhering the City of Dryden's Safety Policy.
5. The Museum's Maintenance Manual will:
 - a) Provide staff with a schedule for inspection and maintenance of the building and grounds.
 - b) Enable staff to determine and prioritize schedules for repairs and capital upgrades to the building and equipment.
 - c) Ensure that the staff follow the codes in the City of Dryden's Health & Safety Policy while carrying out routine maintenance and repairs to the physical plant.
 - d) Outline housekeeping procedures for staff to follow during daily, weekly and monthly maintenance and cleaning.

DRYDEN & DISTRICT MUSEUM STANDARDS

6. The museum will ensure sound measures are followed regarding the environment and will properly handle, store and dispose of hazardous materials. The museum will be conscious of its energy consumption, recycling and use of resources.
7. The museum ensures that any maintenance, repairs or modifications to the building are carried out with conservation standards in mind and that the integrity of the building is maintained.

DRYDEN & DISTRICT MUSEUM STANDARDS

COMMUNITY STANDARD

OBJECTIVE

The museum plays an integral role as stewards in the preservation of the community's identity through the built heritage of the area. The museum will develop, engage and foster a close relationship with the community it serves to protect the collection, enhance partnerships and respond to its needs, it will be assessable, relevant and draw its support from the community it serves.

Community Policy 01.10

1. The museum's Community Policy will:
 - a) Ensure that the museum will be responsible stewards of the entrusted collection.
 - b) Ensure that the services and programs it provides are consistent with the museum mission statement and meet the needs of the community.
 - c) Endeavor to allow all sectors of the community to participate in the museum's decisions, goals and directions that may affect or reflect on them.
 - d) Include community members in museum activities.
 - e) Identify and pursue community partnerships.
 - f) Endeavor to provide equality of access to information relating to museum collections, services and programs through adequate promotion.
 - g) Endeavor to provide equal access to all members of the community, both physically and intellectually, to the museum collections, services and programs.
2. The museum will regularly post and advertise its hours of operation and will be available for tours after regular hours to accommodate community members.
3. The museum's volunteer program encourages community participation in it's activities, which include:
 - a) The identification and development of volunteer opportunities.
 - b) The recruitment of volunteers through public advertising announcements, personal invitations, school programs and applications.
 - c) Matching the needs and interests of the volunteers to those of the museum.
 - d) Providing orientation, training and supervision of volunteers.
 - e) Providing a safe and secure working environment.
 - f) Providing on-going evaluations of volunteers.
 - g) Publicly and privately recognizing the contribution volunteers provide through annual recognition programs at the local, provincial and national levels.

HUMAN RESOURCES STANDARD

OBJECTIVE

The fulfillment of the Museum's Vision and Mission Statement to a large degree, depend on the qualifications of staff and their capability of carrying out their duties. The museum will recruit staff, both paid and unpaid who have museum related experience and will provide on-going training opportunities. The museum will motivate and encourage staff to work in a professional manner in a safe and secure environment.

Human Resources Policy 01.11

1. The human resource management policy will:
 - a) Ensure that the staff person responsible for administering the museum and its collections has appropriate professional training.
 - b) Ensure that appropriately trained staff carries out all museum activities.
 - c) Provide job descriptions to each staff member both paid and un-paid.
 - d) Ensure that human resource management, including recruitment, performance measures and termination is conducted in an ethical manner and is consistent with legislation and the City of Dryden Human Resource policy
 - e) Ensure that staff are provided with information on health and safety hazards in the workplace and are trained in their management or mitigation.
 - f) Ensure that at least one person on staff has current First Aid training.
 - g) Endeavor to provide equal access to the workplace by staff of all abilities.
 - h) Ensure that all staff are familiar and adhere to the museological code of ethics.
 - i) Meet municipal, provincial and federal legislative requirements relating to people in the workplace.

2. The museum staff training policy will:
 - a) Assist staff with maintaining and up-grading their skills by conducting an annual review of training needs, researching current museological practices and completing a program assessment of short & long-term activities requiring specific skills.
 - b) Set training priorities by determining short & long-range plans, exhibitions and activities, while remaining open to training opportunities that may arise.
 - c) Ensure that there are appropriate levels of support for staff to receive training by annually budgeting 5% of the operational budget towards professional development and making allowances for time away.

DRYDEN & DISTRICT MUSEUM STANDARDS

- d) Ensure the development of on-going in-house training programs for staff and volunteers by utilizing provincial, federal, national, international resources. A variety of materials is available, such as on-line information, videos, periodical and text all of which will be used in regular training exercises.
 - e) Provide staff with access to professional development opportunities and interchange with museum colleges by maintaining membership with the Sunset Country Museum Network and participating in regular meetings. The museum will continue to hold memberships with provincial and federal organizations such the Ontario & Canadian Museum Associations and endeavor to participate in conferences & workshops.
 - f) Provide a one-day orientation session annually on roles & responsibilities to the governing body.
3. A portion of the museum's budget is allocated annually for:
- a) Development, delivery and assessment of an in-house training program.
 - b) Staff access to professional development seminars, workshops and conferences.
 - c) Purchase and maintenance of a collection of current reference materials.
4. In addition to the above policies, the museum will adhere to the City of Dryden's Human Resource Section 5 of the Policy & Procedure Manual.