

		POLICY
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SECTION: MUSEUM	NO:
REFERENCE: POLICIES AND STANDARDS	Date:
	Next Review Date:

TITLE: Collections

5.0 COLLECTIONS STANDARD

- 5.1 **OBJECTIVE:**
The museum will collect artifacts, which reflect a tangible representation of Dryden’s heritage and fit the parameters of the Mission Statement.
- 5.2 The museum will guarantee the maintenance of proper documentation and care of collections to ensure that they will retain their historical and informational value.
- 5.3 The term “**collection**” means the acquisition of historically significant artifacts that contribute to an understanding of past human behaviour, customs and activities.

COLLECTIONS STANDARD REQUIREMENTS

- 5.4 The museum will ensure that the scope of the collection is consistent with the Museum’s Mission Statement.
- 5.5 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.

- 5.6 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)
- 5.7 The museum will not collect duplicate artifacts unless they will serve to enhance traveling educational kits and hands-on use by researchers & students.
- 5.8 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.
- 5.9 The museum will not give appraisals for external purposes.
- 5.10 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)
- 5.11 Acquisition of artifacts will be achieved through one of the following methods:
- a) Donation
 - b) Purchase
 - c) Exchange
- 5.12 The museum will demonstrate a commitment to ethical behaviour. The museum will not collect the human remains of any culture.
- 5.13 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.)
- 5.14 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.
- 5.15 To meet conservation requirements the museum will not guarantee that artifacts donated would be exhibited continually.

4.0 COLLECTIONS MANAGEMENT

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.
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.

4.0 DE-ACCESSION POLICY

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.

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 Board of Museum Management be permitted to purchase any of the items for disposal*)