

ARCHAEOLOGY COLLECTIONS POLICY

1. Intent:

As a steward of the community's heritage, the Peterborough Museum & Archives shall govern archaeological materials that are products of the City of Peterborough's findings through accidental or intentional digs/excavations on City properties.

The Archaeology Policy works in conjunction with the City's Archaeology Policy # 0006. It is understood that archaeological materials are the responsibility of the Contracted Licensed Archaeologist, unless otherwise agreed upon by the mutual parties.

2. Definition:

Archaeological materials shall be defined as "any object, material or substance that is made, modified, used, deposited or affected by human action and is of cultural heritage value or interest" (*Ontario Heritage Act*, Regulation 170/04).

3. Parameters for Acceptance:

3.1 In accordance with its Mission Statement, the Peterborough Museum & Archives shall consider the acquisition of archaeological materials that comply with the Collections Policy, (4) Parameters for Acceptance, specifically:

The Peterborough Museum & Archives will not collect material that it cannot store or exhibit according to institutional policies. Nor shall the Peterborough Museum & Archives collect material where unreasonable conditions or restrictions apply, such as, conditional gifts and long-term loans, except as ratified by the Advisory Committee.

The Peterborough Museum & Archives will ensure that legal title can be conveyed in written form for all material collected, and that the authenticity, source and provenance of the object is fully documented and ethically acceptable (not stolen, illegally imported or exported, or illegally or unscientifically excavated or collected in the field). When objects are acquired from other organizations, the Peterborough Museum & Archives shall ensure that the disposal is in accordance with the policies of that organization.

3.2 Archaeological remains shall be accompanied by documentation of the transfer from the Licensed Archaeologist, and with written permission of the Ministry of Tourism, Culture and Sport.

3.3 Archaeological materials shall be accompanied by all field notes and research.

3.4 Archaeological remains shall be delivered clean, labelled and appropriately packaged in standard strength (or better) storage boxes, such as bankers boxes.

3.5 The Peterborough Museum & Archives shall not actively collect archaeological materials, but will consider on a case by case basis.

3.6 The Peterborough Museum & Archives shall not accept archaeological materials that:

3.6.1 Are proven to be human remains;

3.6.2 Have been collected, sold or otherwise transferred in contravention of any Provincial or Federal statute;

3.6.3 Have been collected, sold or otherwise transferred in contravention of the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the illicit Import, Export and Transfer of Ownership of Cultural Property (or any similar statutes) as ratified by Canada on June 28, 1978;

3.6.4 Have questionable, undetermined or unethical history of ownership, including illegal/clandestine excavations (i.e., "looting"), or marine objects found through recreational diving;

3.6.5 May constitute a conflict of interest related to the issue of personal collecting.

4. Repatriation:

The Peterborough Museum & Archives may repatriate objects in accordance with the principals and guidelines stated in the Canadian Museum Association Ethics Guidelines.

The Peterborough Museum & Archives shall address requests for repatriation on a case by case basis, in a respectful and sensitive manner.

5. Parameters of Deaccessioning:

5.1 The Peterborough Museum & Archives shall deaccession archaeological materials from its collection in accordance with the Deaccessions Policy and in compliance with recognised standards and current professional ethics.

5.2 The Peterborough Museum & Archives shall not acquire archaeological material with the intention of eventual disposal for financial gain.

5.3 The deaccessioning and/or disposal of archaeological material must be reviewed and approved by the Ministry of Tourism, Culture and Sport.

5.4 The deaccessioning and/or disposal of archaeological material must be presented by the Museum Director to the Museum & Archives Advisory Committee for review and formal approval.

6. Resources:

The Peterborough Museum & Archives shall provide the necessary resources – financial, physical and human – to properly maintain its archaeological materials and the accompanying records, including the provision of adequate space for storage and processing of materials, the assignment of Museum accession numbers and the maintenance of data base entries, as outlined in the Collections Management Policy.

7. Fees:

A one time fee per box of archaeological materials shall be charged by the Peterborough Museum & Archives. A box is defined as the size of a banker's box or equivalent and is not to exceed 30 pounds or 13.6 kilograms. The fee charged shall offset the cost of processing, conservation and ongoing storage.

See also: Peterborough Museum & Archives' Policies: Collections, Collections Management, Conservation, Deaccessioning, Education, Exhibition and Research

Authority: Canadian Museum Association Ethics Guidelines
Canadian Association for Conservation – Code of Ethics and Guidance for Practice
City of Peterborough's Archaeology Policy, Policy # 0006
IIC-CG and CAPC's Code of Ethics and Guidelines for Practice
Ontario Heritage Act
Ontario Ministry of Tourism, Culture and Sport

Approved: *Moved by Councillor Dean Pappas, carried, April 10, 2014*

Revised: *Moved by Linda Lumsden, carried, May 14, 2015*

Revised: