

## EXHIBITION POLICY

### 1. Commitment:

In a commitment to excellence, the Peterborough Museum & Archives will communicate and interpret its Mission Statement to a diverse audience through educational and entertaining exhibitions.

### 2. Resources:

The Peterborough Museum & Archives will provide the physical, human, and financial resources necessary to meet its commitment to quality exhibitions.

### 3. Exhibition Space:

The Peterborough Museum & Archives shall allocate the majority of its exhibition space for long-term exhibitions, but aims to maintain a minimum of one third for temporary exhibitions.

### 4. Long-term Exhibitions:

The Peterborough Museum & Archives will research, design, construct, and install long-term exhibitions that reflect and interpret the Peterborough area's unique natural and human history and the Peterborough Museum & Archives collection.

### 5. Temporary Exhibitions:

The Peterborough Museum & Archives will present temporary exhibitions that explore local and broader heritage and cultural themes.

These exhibitions should come from a variety of sources:

**5.1 Travelling Exhibitions.** The Peterborough Museum & Archives shall select and present travelling exhibitions circulated by other museums, galleries and institutions.

**5.2 Community-based Exhibitions.** The Peterborough Museum & Archives will encourage and assist community groups, organizations and individuals in the development of temporary exhibitions.

**5.3 In-house Exhibitions.** The Peterborough Museum & Archives will research and develop at least one major temporary exhibition each year to expand or develop a local theme.

**5.4 Exhibition Schedule.** The Peterborough Museum & Archives shall develop and promote an annual schedule of temporary exhibitions.

**6. Extension Exhibitions:**

The Peterborough Museum & Archives shall develop exhibitions for temporary display and/or circulation to other museums, art galleries, organizations and institutions.

**7. Promotional Exhibitions:**

The Peterborough Museum & Archives shall provide exhibition space for recent accessions, seasonal themes, and/or small promotional displays.

**8. Public Relations:**

As a community institution, the Peterborough Museum & Archives must respect both curatorial integrity and public sensibilities in the selection and presentation of exhibitions.

While the Peterborough Museum & Archives should not discourage controversial exhibitions, it should be prepared to deal with them effectively. To this end, visitors should be advised in advance of exhibitions that may contain controversial material.

Public concerns should be referred to the Museum Director or designate, and discussed with the Curator of the exhibition.

**9. Exhibit Duration:**

The Peterborough Museum & Archives shall routinely change long-term exhibitions; temporary exhibitions shall change several times a year.

**10. Objects for Exhibition:**

To mount exhibitions or to complement travelling exhibitions, the Peterborough Museum & Archives will select objects from its collection, and/or borrow objects from the collections of institutions, organizations, and individuals in accordance with the Peterborough Museum & Archives Collections Policy and standard museum and archival practice.

**11. Exhibition Agreements:**

The Peterborough Museum & Archives will complete an Exhibitions Agreement to document the terms and conditions of each Temporary or Extension Exhibition to formalize the respective responsibilities of the borrower and lender.

**12. Installation:**

In consultation with the Exhibitor, the Peterborough Museum & Archives shall be responsible for the installation of the exhibition including design, selection, and placement of objects. But, the Peterborough Museum & Archives reserves the right for the final decision.

### **13. Copyright:**

The Peterborough Museum & Archives shall comply with all copyright legislation in the mounting and promotion of exhibitions.

### **14. Damage:**

The Peterborough Museum & Archives will not repair, replace or otherwise change objects on display without the expressed permission of the Exhibitor.

### **15. Insurance:**

The Peterborough Museum & Archives will, when required under contract, secure insurance for exhibit objects while in the possession of the Peterborough Museum & Archives. Insurance is subject to current appraised values completed within three years of exhibit date, as provided by the exhibit owner.

### **16. Conservation:**

The Peterborough Museum & Archives will comply with its Conservation Policy and professional practice in the development and delivery of all exhibitions.

**16.1 Environment.** The Peterborough Museum & Archives will provide a safe, stable, and secure environment for objects on exhibition.

**16.2 Care & Handling.** The Peterborough Museum & Archives will ensure that all items/exhibitions borrowed for exhibition will receive proper care and handling.

**16.3 Condition of Exhibit Objects.** The Peterborough Museum & Archives will only exhibit objects that can withstand the rigours of exhibition.

**16.4 Removal of Objects on Exhibition.** The Peterborough Museum & Archives will remove objects that may deteriorate during exhibition.

**16.5 Display Techniques.** The Peterborough Museum & Archives will use secure, unobtrusive exhibit hardware and display techniques as required to protect objects on display.

**16.6 Monitoring.** Peterborough Museum & Archives staff will regularly and routinely monitor exhibitions to ensure quality of presentation and preservation of the objects.

### **17. Exhibition Design:**

The Peterborough Museum & Archives will design and develop exhibitions of professional quality. Exhibitions shall be visually attractive and allow ample space for visitors to move in comfort and safety. Exhibitions shall incorporate a variety of communications media.

**18. Exhibition Text:**

The Peterborough Museum & Archives will ensure that exhibition text will reflect scholarly research. Text will be concise, accurate and simple. All text should be presented in a consistent and attractive format of professional quality.

**19. Donor Recognition:**

Unless specified, the donor/lender of objects on exhibition should be acknowledged in a consistent format.

**20. Documentation:**

In accordance with standard practice, the Peterborough Museum & Archives will accurately record and document all items on exhibition.

Authority: Canadian Association for Conservation – Code of Ethics and Guidance for Practice  
Canadian Council for Archives, Code of Ethics  
Canadian Museum Association, Ethics Guidelines  
IIC-CG and CAPC's Code of Ethics and Guidelines for Practice  
Ontario Ministry of Tourism and Culture, Standards for Community Museums

**Approved:** *Moved by Jack Connolly, seconded by Jeff Leal; carried, October 17, 1991*  
**Revised:** *Moved by Brian Mitolo, seconded by Paul Northcott, carried, May 10, 2001*  
**Revised:** *Moved by Chris Ormerod, seconded by Audrey Armstrong, carried, January 12, 2006*  
**Revised:** *Moved by Gayle McIntyre, seconded by Audrey Armstrong, carried, January 8, 2009*  
**Revised:** *Moved by Bill Eekhof, carried, December 9, 2010*  
**Revised:** *Moved by Linda Lumsden, carried, May 14, 2015*  
**Revised:**

## INSURANCE POLICY

Insurance on the Permanent Collections is maintained by the City at a level that is regularly reviewed by the Peterborough Museum & Archives. It is the practice to inform the insurance company of any materials borrowed for exhibition or display purposes in order to ensure adequate insurance is placed on these items.

Authority: Ontario Ministry of Tourism and Culture, Standards for Community Museums

**Approved:** *Moved by R. Beal, seconded by S. McCormack; carried, July 19, 1990*  
**Revised:** *Moved by Brian Mitolo, seconded by Paul Northcott, carried, May 10, 2001*  
**Revised:** *Moved by Chris Ormerod, seconded by Audrey Armstrong, carried, January 12, 2006*  
**Revised:** *Moved by Gayle McIntyre, seconded by Audrey Armstrong, carried, January 8, 2009*  
**Revised:** *Moved by Bill Eekhof, carried, December 9, 2010*  
**Revised:** *Moved by Councillor Dean Pappas, carried, April 10, 2014*  
**Revised:** *Moved by Linda Lumsden, carried, May 14, 2015*  
**Revised:**