

City of Peterborough

Peterborough Museum & Archives

Policy Manual DRAFT, 2010

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ADVOCACY POLICY

1. Advocacy Role:

In accordance with its Mission Statement, the Peterborough Museum & Archives shall identify and respond to issues, concerns, and government policies that may affect it or the broader heritage community.

2. Relations with Other Organizations:

To be an effective advocate, the Peterborough Museum & Archives shall communicate, co-operate, and co-ordinate with other heritage organizations.

3. Procedure:

3.1 Identification:

3.1.1 Advisory Committee members, committee members, staff, concerned individuals, and other heritage organizations are encouraged to bring advocacy issues to the attention of the Museum & Archives Advisory Committee (MAAC).

3.1.2 Advisory Committee members, committee members, and staff are encouraged to monitor government legislation and maintain close liaison with appropriate government agencies.

3.2 Response:

3.2.1 After discussion of Advocacy issues, the Museum & Archives Advisory Committee shall direct the Advisory Committee Chairman or the Museum Director to convey its response in person or in writing to the appropriate organization or government agency.

3.2.2 The Museum & Archives Advisory Committee may convey its decision to the general public and to the museum membership.

3.2.3 The Museum & Archives Advisory Committee shall advise government officials on the impact of current and proposed policies.

Approved: Moved by L. Fine, seconded by R. Beal; carried

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

ARCHIVES POLICY

1. Function:

The Peterborough Museum & Archives will operate the Archives as an integral component of the Peterborough Museum & Archives overall mandate.

2. Resources:

The Peterborough Museum & Archives will provide the human, financial, and physical resources necessary to operate the Archives in accordance with established professional archival standards.

3. Private Papers and Records:

The Archives will collect the private papers of individuals and families, the private records of companies, clubs and other local organizations.

4. Institutional Archives:

The Archives will be the official repository for all non-current institutional records of permanent value, generated by the Peterborough Museum & Archives.

5. Institutional Records Management:

The Archives will establish and maintain a Records Management program for all records created by museum staff in the routine performance of their duties.

6. Access:

The Archives will define and provide intellectual and physical access to its holdings by accessioning, processing, and conserving the collection in accordance with professional archival standards.

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.

Approved: Moved by R. Beal, seconded by J. Leal; carried, July 27, 1989

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

COLLECTIONS POLICY

1. Resources:

In a commitment to excellence and in accordance with recognised museum standards, the Peterborough Museum and Archives will provide the human, financial and physical resources necessary to manage and maintain its collections. This policy will supersede all previous policies and practices at the Peterborough Museum & Archives.

2. General Collection:

The Peterborough Museum & Archives, in accordance with its Mission Statement, will develop, manage and preserve a collection of artifacts and archival material that reflects the natural and human story of Peterborough and area, from the earliest time to the present day.

3. Specialized Collections:

The Peterborough Museum & Archives will continue to collect, manage and preserve specialized collections of: nineteenth and early twentieth century textiles; military objects; aboriginal material; historical city records; and photographic holdings - all specific to Peterborough and area.

4. Parameters for Acceptance:

In accordance with the Mission statement, the Peterborough Museum & Archives will accept artifacts and archival material on the basis of historical significance, research, education and exhibition value, condition and duplication within the collection.

The Peterborough Museum & Archives shall 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.

The Peterborough Museum & Archives shall use a two-tiered system in object acquisition to distinguish between possible uses of the objects, for example, an object may be collected for the permanent collection or it may be collected for

the Interpretive Education/Study Collection. Objects collected for the Interpretive Education/Study Collection will be processed, stored, and conserved in a manner distinct from that of the Permanent Collection, but in accordance with basic care and handling procedures. The Interpretive Education/Study Collection will use only those objects identified as expendable (duplicates/replicas/or easily replaced items).

5. Acquisitions Fund:

The Peterborough Museum & Archives will provide an annual acquisitions fund and a reserve capital account for the purchase of artifacts to add to or upgrade the museum & archive collections.

6. Collections and Acquisitions Committee:

The Museum & Archives Advisory Committee may appoint a *standing* or *ad hoc* committee to review the collections management and conservation policies and to bring forward deaccessioning requests, based upon recommendations of the Archivist, Curator and/or Conservator.

7. Collections Management:

The Peterborough Museum & Archives will provide physical and intellectual access to its collection by accessioning, processing, storing and conserving the collection in accordance with recognized museum and archival standards, such as, Rules for Archival Description, CHIN, Chenhall Nomenclature.

8. Deaccessioning:

The Peterborough Museum & Archives will deaccession artifacts and archival materials in accordance with recognized museum and archival standards, and as per criteria and guidelines stated in the Deaccessioning Policy.

9. Loans:

The Peterborough Museum & Archives may loan or borrow artifacts or archival material to and from other institutions or individuals for exhibition, research, and educational purposes as required and for a specified time period. Borrowing and lending institutions or individuals shall demonstrate suitability in terms of the following criteria: appropriate care and handling; security; exhibition standards; copyright; insurance; relevance to mandate.

10. Income Tax Receipts:

At the donor's request, the Peterborough Museum & Archives will issue income tax receipts for an object's Fair Market Value in compliance with Revenue Canada - Income Tax Act.

The Donor may be required to assume the cost of the certified appraisal, and to provide a copy of the said appraisal.

As a "Category A" Institution, the Peterborough Museum & Archives may submit applications for Cultural Property certification, to the Cultural Property Review Board.

11. Appraisals:

The Peterborough Museum & Archives Curator and/or Archivist may carry out, or have carried out, appraisals for internal insurance purposes only. Under no circumstances will Peterborough Museum & Archives employees carry out appraisals for Income Tax Receipt purposes.

Authority: Canadian Association for Conservation – Code of Ethics and Guidance for Practice.
Canadian Council for Archives, Code of Ethics.
The Canadian Cultural Property Export Review Board, Cultural Property Export and Import Act.
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 J. Connolly and seconded by L. Fine; carried March 28, 1991
Revised: Moved by Livingston Clark, seconded by Sheila Wood, carried, May 10, 2001
Revised: Moved by Paul Northcott, seconded by Stewart Browne, carried, June 14, 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

COLLECTIONS MANAGEMENT POLICY

1. Intent:

The Peterborough Museum and Archives shall maintain a collection record management system to prove ownership of the collection, to provide researchers and staff intellectual access to the collections, and to track the artifact and archival materials in the collections.

2. Resources:

2.1 The Peterborough Museum & Archives shall provide the necessary resources (financial, physical and human) to properly maintain the collection records management systems.

2.2 The Peterborough Museum & Archives shall maintain adequate space for the processing of artifacts and archival materials.

2.3 The Peterborough Museum & Archives shall maintain a properly equipped space for the storage of the collections' records.

2.4 The Peterborough Museum & Archives shall maintain appropriate computer technology as the primary tool for storing, searching, and retrieving the collections' records.

2.5 The Peterborough Museum & Archives shall use appropriate database software as its primary collections records management system, and shall upgrade the database software whenever necessary.

2.6 The Peterborough Museum & Archives shall collect and maintain a technical library for the collection record management systems.

3. Responsibilities:

3.1 Curator. The Curator shall be responsible for the overall museum collection, including the proper care and handling of the artifacts.

3.2 Archivist. The Archivist shall be responsible for the overall archival collection, including the proper care and handling of the archival material.

3.3 Conservator. The Conservator shall direct the proper care and handling of all artifacts and archival material.

3.4 Other Staff. Under the close supervision of the Curator, Archivist and/or Conservator, other Peterborough Museum & Archives staff (paid and unpaid) may help process the artifacts and archival material, as required.

4. Process:

4.1 Temporary Receipt Form. Peterborough Museum & Archives staff will issue a temporary receipt as an acknowledgement that an artifact(s) and/or archival material(s) have been left at the Peterborough Museum & Archives as a possible donation(s).

The form must contain the donor information, a history and inventory of the material(s), dated and signed by the prospective donor and staff.

The Curator and/or Archivist and Conservator will examine all potential donations. The Curator and/or Archivist may accept donations if they meet the criteria found in the Collection Policy.

4.2 Certificate of Gift. Upon acceptance of a donation, the Curator and/or Archivist will issue a certificate of gift, which transfers all rights, title and interest (including copyright) from the donor to the Peterborough Museum & Archives. All legal, conservation and/or donor restrictions are also cited in the certificate of gift.

The certificate of gift states the date of donation, the donor information and the listing of the artifact(s) and/or archival material(s) and the associated catalogue numbers.

The Peterborough Museum & Archives will send out two copies of the certificate of gift, accompanied by a letter of acknowledgement of the donation, to the donor for his/her signature. One copy is for the donor's files, the second is to be returned to the Peterborough Museum & Archives.

4.3 Numbering System. The Peterborough Museum & Archives shall adhere to the standard recognized 3-part numbering systems for the museum and archival collections.

4.4 Documentation. The Peterborough Museum & Archives shall use recognized standards for description, classification and indexing of artifacts and archival material, for example, Chenhall's Nomenclature for Museum Cataloguing, Rules for Archival Description (RAD).

4.5 Cataloguing Worksheet:

4.5.1 Curator. The Curator will complete the cataloguing worksheet (Data Entry Worksheet) as the central form of the catalogue process. The worksheet will contain the following information: object's name; catalogue number; donor information; date of the donation; physical and historical description of the artifact; provenance; loan availability; and conservation needs.

4.5.2 Archivist. The Archivist will complete a cataloguing worksheet (*fonds* level description) as the central form of the catalogue process. The worksheet will contain the following information: fonds title, scope and content note, custodial history, indexing terms, conservation needs, and so on. Detailed finding aids shall be completed for larger collections (*fonds*); descriptions shall adhere to RAD.

4.6 Research. The Curator and Archivist, when cataloguing artifacts and archival material, will research the provenance, age, method of construction, history and any other pertinent information.

4.7 Storage Location. The Peterborough Museum & Archives shall number all storage locations in the Collection Storage Areas, including the off-site storage room at the Peterborough Public Library. When an artifact is placed into a storage location, the number for that location shall be recorded on the Catalogue Worksheet and recorded in the collections records management system. The Curator and Archivist shall maintain an accession file containing all pertinent information on each acquisition.

4.8 Off-Site Storage. The Peterborough Museum & Archives shall maintain a back up of its collection records, through the City of Peterborough's Technology Services Department; the back up shall be maintained off-site for security purposes.

4.9 Processing Schedule. The entire cataloguing process, from the time of the acceptance until fully catalogued, shall be completed in a timely fashion.

5. Backlog Reduction:

The Peterborough Museum & Archives staff (paid or unpaid) will devote time, as available, to reduce the backlog of artifacts and archival material.

6. Disposal of Unsuitable Donations:

6.1 Letter of Rejection. If a potential donation is deemed unsuitable (see Collections Policy - Parameters of Acceptance), the Peterborough Museum & Archives will send a letter of rejection to the donor, informing them that they will have 3 weeks to pick up the object(s) and/or archival material. If at all possible, assessment will take place at an initial meeting with the prospective donor.

6.2 Method of Disposal. If, after 3 weeks, the donor has not retrieved the object(s), the Peterborough Museum & Archives shall dispose of the object(s).

7. Loan Forms:

7.1 Incoming Loan Form. In accordance with the Collections Policy, the Peterborough Museum & Archives will accept archival material and/or artifacts on

loans for various reasons. Peterborough Museum & Archives staff will issue an Incoming Loan Form when an object comes in on a loan.

The form contains the following information: the lender's name, address, and phone number, start and end dates for the loan, and a listing of the objects including their condition and value. Two copies of the form will be made: one for the Peterborough Museum & Archives' records and the other for the lenders.

7.2 Outgoing Loan Form. In accordance with the Collections Policy, the Peterborough Museum & Archives will periodically loan archival material and/or artifacts to other institutions. Peterborough Museum & Archives staff will issue an outgoing loan form when objects go out on loan.

The form contains the following information: the borrowing institution's name, address, phone number, start and end dates for the loan, and a listing of the objects, including their condition and value. Two copies of the form will be made: one for the Peterborough Museum & Archives records and the other for the borrowers.

7.3 Storage of Outstanding Loan Forms. All Outstanding Loan forms shall be stored in their respective binder marked "Outstanding Incoming Loan Forms" or "Outstanding Outgoing Loan Forms".

7.4 Storage of Completed Loan Forms. All Completed Loan forms shall be stored in their respective binder marked "Completed Incoming Loan Forms" or "Completed Outgoing Loan Forms".

8. Other Forms:

8.1 Condition Reports. In addition to filling out a condition report when cataloguing an artifact, the Peterborough Museum & Archives staff will complete condition reports for artifacts and/or archival material that are going out or coming in on loan, or, are having conservation work done to them. All condition reports shall be filed with the object's accession file.

8.2 Deaccessioning Form. When the decision to deaccession artifacts and/or archival material has been approved by the Museum & Archives Advisory Committee, the Curator and/or Archivist will issue a deaccessioning form to create a permanent record of the object's deaccessioning. The form contains the object's name, number, reason for deaccessioning, and method and date of removal of the object from the collection; this form shall be filed and noted in the object's accession file(s).

9. Training and Supervision:

9.1 Training. Professional employees of the Peterborough Museum & Archives shall properly train designated staff (paid and unpaid) in each step of the cataloguing process, should their efforts be required for accessioning artifacts and/or archival material.

9.2 Supervision. The Curator and the Archivist shall supervise and monitor staff (paid or unpaid) that is processing artifacts or archival material. All said staff (paid and unpaid) shall have appropriate training in the care and handling, labelling, and documentation of artifactual and archival materials.

10. Insurance:

10.1 Valuation. The Peterborough Museum & Archives will periodically examine the collection to identify any artifacts or archival material that can be considered to be historically significant or of exceptional monetary value.

10.2 Significant/Valuable Artifacts. The Peterborough Museum & Archives may purchase extra insurance riders for artifacts or archival materials deemed to be of significance and/or value.

10.3 Visual Record. The Peterborough Museum & Archives shall produce photographs of significant/valuable artifacts. These photographs may be stored off site and/or in the collections management system.

The Peterborough Museum & Archives may make alternative visual records of the objects in the permanent collection storage area, Archives, and on exhibit in the permanent galleries. This record may be stored off site and/or in the collection management system.

11. Appraisals:

11.1 Appraisals shall not be conducted by Peterborough Museum & Archives employees, but by a qualified external appraiser.

11.2 Tax Receipts. The Peterborough Museum & Archives may arrange for appraisals for income tax purposes, as required, throughout the year. The donor may be required to assume the cost of a certified appraisal and consequently will be required to provide a copy of the said appraisal.

11.3 Appraisal Form or Report. Appraisers must either complete an appraisal form or submit a report for each object when they are valuing object(s) for income tax purposes. In addition to the information found on the Certificate of Gift, it gives the fair market value of the artifact(s) and/or archival material, and the name, position and qualifications of the appraiser.

12. Inventory of Collection in Permanent Collection Storage Area:

12.1 Comprehensive Inventory. The Peterborough Museum & Archives shall inventory the artifacts and/or archival material, as required, to ensure the integrity of the collection.

12.2 Conservation Assessment. The permanent artifactual and archival collections will be routinely assessed for conservation needs and treated accordingly.

13. Inventory of Artifacts on Display:

13.1 Inventory Worksheet. A listing of all artifacts and/or archival material placed on display in each exhibition unit shall be made with the following information: display unit, artifact number or lender's name, artifact name, condition, location in storage area, date.

13.2 Condition Reports. The Curator of each exhibition and the Conservator shall check the condition of all artifacts and/or archival material going on display prior to them being placed on exhibition, and prior to them being placed back in storage.

13.3 Tracking Form. When artifacts and/or archival material are placed on display from the collection, a listing of the artifact's name, number and storage location shall be recorded (date of removal and date of replacement).

13.4 Photographic Record. As soon as the exhibition installation is complete, the Peterborough Museum & Archives Curator or Conservator may photograph each display unit to provide a photographic record of the exhibition and the artifacts and/or archival materials therein.

13.5 Inventory Check. Staff, using the inventory listing, shall monitor the artifacts and/or archival material in the long-term exhibitions on a weekly basis.

14. Confidentiality:

Museum workers (paid & unpaid) shall avoid the careless and deliberate disclosure of any information received as a result of their position, whether imparted in confidence or not, concerning the management and security of the Peterborough Museum & Archives. They must respect the privacy of donors, lenders, members of public, and other cultural institutions, particularly concerning sensitive material such as human remains, and exercise caution where there is reason to believe that unrestricted access to information could lead to the abuse of significant sites or materials.

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: *Approval March 23, 1993*
Revised: *Moved by Livingston Clarke, seconded by Sheila Wood, carried, May 10, 2001*
Revised: *Moved by Paul Northcott, seconded by Stewart Browne, carried, June 14, 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*

COMMUNITY POLICY

1. Intent:

As a steward of the community's heritage, the Peterborough Museum & Archives shall be actively engaged in the community, shall be responsive to its needs and shall seek to draw community support for its activities and initiatives. The two-way relationship between the Peterborough Museum & Archives and the community is integral to the role of the Peterborough Museum & Archives as a community institution.

2. Steward of Community Heritage:

The Peterborough Museum & Archives shall perform its role as a steward of community heritage in a manner that is consistent with its mandate, its written policies and procedures, and in accordance with accepted professional museum and archival standards.

3. Meeting Community Needs and Interests:

Programs and services of the Peterborough Museum & Archives shall aim to meet the needs and interests of the community.

4. Community Involvement in Decision-Making:

The Peterborough Museum & Archives shall strive to allow all sectors of the community to participate in the Peterborough Museum & Archives' decisions, goals and directions that may affect them or reflect on them.

5. Community Involvement in Programs and Activities:

The Peterborough Museum & Archives shall include the public in its programs and activities.

6. Community Partnerships:

The Peterborough Museum & Archives shall identify, seek and enter into community partnerships that reinforce the Peterborough Museum & Archives' mandate and which serve to enhance the overall culture and heritage of the community. The Peterborough Museum & Archives shall, where appropriate, respond to invitations from others to become partners in community events and initiatives.

7. Accessibility:

The Peterborough Museum & Archives shall endeavour to provide equal access to all members of the community, both physically and intellectually, to the collections, information, services and programs.

8. Hours of Operation:

The Peterborough Museum & Archives shall maintain regular, posted and advertised hours of operation, in accordance with its Open Hours Policy.

9. Volunteer Program:

9.1 The Peterborough Museum & Archives shall operate and maintain a volunteer program.

9.2 The Peterborough Museum & Archives shall encourage community participation through the identification and development of volunteer opportunities.

9.3 The Peterborough Museum & Archives shall endeavour to match the needs and interests of volunteers to those of the Museum and Archives.

9.4 The Peterborough Museum & Archives shall provide appropriate training and supervision of volunteers.

9.5 The Peterborough Museum & Archives shall provide a safe and secure working environment for volunteers.

9.6 The Peterborough Museum & archives shall publicly and privately recognize the contributions of volunteers.

10. Welcoming Atmosphere, Open to Diversity:

The Peterborough Museum & Archives atmosphere will be welcoming and all staff and volunteers will demonstrate openness to all forms of diversity (including but not limited to: age, sex, language, race, ethnicity, literacy level, physical ability).

11. Safe and Comfortable Facility:

The Peterborough Museum & Archives shall provide a safe and comfortable physical environment for staff, volunteers, visitors and patrons in accordance with the City of Peterborough's Occupational Health & Safety Policy and in accordance with the Peterborough Museum & Archives' Physical Plant and Property Policy.

12. Off-Site and Web-based Programs and Services:

The Peterborough Museum & Archives shall seek and respond to opportunities to take its services to others who are unable to visit the Museum. This may include, but will not be limited to: travelling and/or off-site exhibitions, off-site 'outreach' programming, and web-based programs and exhibitions.

13. Access to Collections Records:

The Collections Records of the Peterborough Museum & Archives shall be open to all members of the public, pursuant to the Peterborough Museum & Archives Collections, Conservation and Research and Reference policies, as well as municipal, provincial and federal legislation, such as the *Municipal Freedom of Information and Protection of Personal Privacy Act*.

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 Dean Pappas, seconded by Larry Sadler, carried, May 12, 2005*

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*

CONSERVATION POLICY

1. Intent:

The Peterborough Museum & Archives will be responsible for the conservation of all objects and archival material entrusted in its care, whether by donation, purchase or loan.

2. Resources:

The Peterborough Museum & Archives will strive to provide the human, financial and physical resources necessary to ensure the safety of the objects and archival material in its care.

3. Preventive:

Preventive conservation is the Peterborough Museum & Archives first priority, where preventive conservation is defined as: all actions taken to retard deterioration and prevent damage to cultural property through the provision of optimal conditions of storage, use and handling. The Peterborough Museum & Archives will strive to avoid any action that may negatively affect the physical state or alter the historical integrity of the objects and archival material.

3.1 Storage and Display. The Peterborough Museum & Archives will strive to provide optimal environmental standards for the preservation of its collections, be they in storage, on exhibition, on loan, or in transit.

Environmental conditions of relative humidity, temperature, light and air cleanliness will meet accepted and recognized museum and archival standards. The Standards set for Community Museums by the Ontario Ministry of Culture will be the minimum acceptable. Environmental conditions will be monitored by the Curator, the Archivist, the Conservator /and/or designate.

The Peterborough Museum & Archives will, to the best of its ability, provide safe and secure storage areas sufficient and appropriate to house existing collections and future acquisitions. Access will be limited to the Curator, the Archivist, the Conservator and/or designate. Physical access will be ensured for maintenance, conservation and study. Collection storage areas shall not be available for any use potentially harmful to the collection.

The Peterborough Museum & Archives will, to the best of its ability, provide appropriate exhibition areas to display existing collections and/or items loaned to the Peterborough Museum & Archives. Physical access to the objects and/or archival material on display will be limited to the Curator, the Archivist, the Conservator and/or designate. Objects and/or archival material will not be exhibited should exhibition be of potential harm to the objects and/or archival

material, as determined by the Curator, the Archivist, the Conservator and/or designate.

3.2 Handling. The handling of all objects and archival material will be in accordance with recognized standards and current professional practice. Packing and shipping of objects and archival material will reflect their needs (such as, support, condition, size) and will be reviewed on a one-to-one basis.

3.3 Disaster Management. The Peterborough Museum & Archives has developed and maintains a site Disaster Preparedness Plan for the main facility and for the off-site storage room at the Peterborough Public Library. In addition, the City of Peterborough maintains an overall Disaster Preparedness Plan, of which the Peterborough Museum & Archives is one component.

4. Conservation Treatment:

The Peterborough Museum & Archives will ensure that only a conservator will carry out treatments of objects and archival material in the collection, where conservation treatment is defined as: any action taken to modify, repair or restore cultural property to a known earlier state with the aim to preserve aesthetic and historic values.

4.1 The Conservator will consult with qualified experts in the conservation field before any action is taken which may negatively affect the physical state or alter the historical integrity of the objects and archival material.

4.2 The Conservator and/or the Curator and/or Archivist will prioritize the treatment of objects in the following order:

4.2.1 Those objects requiring emergency treatment or stabilization;

4.2.2 Those objects of particular historic or artistic significance;

4.2.3 Those objects required for exhibition;

4.2.4 Those objects required for programming;

4.2.5 All other objects owned by the Peterborough Museum & Archives.

4.3 The Peterborough Museum & Archives will provide a Conservation Laboratory in order to preserve and/or repair objects.

4.4 All treatments will be carefully documented in condition and treatment reports and these reports shall be maintained as permanent records within the Peterborough Museum & Archives collections records management systems.

5. Staff Training:

The Peterborough Museum & Archives will ensure that staff (paid and unpaid) has proper training in the handling of objects, in accordance with recognized museum and archival standards and practices. Only staff (paid and unpaid) that has received proper training will be permitted to handle the collection.

6. Accessions:

The Peterborough Museum & Archives will not accept any object or archival material into its collection that the Peterborough Museum & Archives is not willing or able to preserve. The conservation requirements of an object should therefore be determined by the Conservator, the Curator, Archivist and/or designates upon consideration for acquisition.

7. Loans:

The Conservator, Curator and /or Archivist will ensure that all out-going loans will be protected from damage in transit and provided with environmental conditions at the borrowing institution, at least consistent with those provided by the Peterborough Museum & Archives. Incoming loans shall be afforded the same protection as the permanent collection of the Peterborough Museum & Archives.

8. Documentation:

8.1 Condition Reports will be completed by the Conservator, Curator, Archivist and/or designates before an object or archival material is placed on exhibition and after it has been withdrawn from exhibition.

8.2 Condition Reports will be completed by the Conservator, Curator, Archivist and/or designates on the arrival and departure of an artifact and/or archival material whether or not the object(s) is a loan, donation or purchase.

8.3 All Condition Reports will be maintained as permanent records within the Peterborough Museum & Archives collections records management systems.

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: *January 23, 1992*

Revised: *Moved by Brian Mitolo, seconded by Paul Northcott, carried, May 10, 2001*

Revised: *Moved by Stewart Browne, seconded by Christopher Greene, carried, April 11, 2002*

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

DEACCESSIONS POLICY

Note: This policy supersedes all previous deaccessioning policies and practices.

1. Standards:

The Peterborough Museum & Archives shall deaccession objects from its collection only in accordance with recognised standards and current professional ethics.

2. Intent:

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

Deaccessioning and disposal cannot take place without formal approval by the Museum & Archives Advisory Committee. The Museum Director shall present recommendations for deaccessioning and disposal to the Museum & Archives Advisory Committee for approval by formal motion.

3. Accidental Loss:

When an artifact and/or archival material is stolen, or damaged beyond repair, the Peterborough Museum & Archives shall produce a report on the loss or damage, indicating how and when the loss occurred (if known) and what actions were taken as a result. This report shall become part of the permanent accession record for the artifact and/or archival material in question.

4. Criteria:

The criteria for deaccessioning artifacts or archival material shall include:

4.1 Lack of relevance to Peterborough Museum & Archives collection and acquisition policies.

4.2 Excessive duplication.

4.3 Poor condition or quality.

4.4 Lack of documentation verifying authenticity, provenance, history and/or previous owner(s) or donor.

4.5 Where repatriation may be appropriate, the Peterborough Museum & Archives may deaccession material for repatriation to another institution or group, when the Museum & Archives Advisory Committee is satisfied that repatriation is appropriate and ethical.

4.6 Where material has been identified as a potential health hazard or that could jeopardize the preservation of other components of the Peterborough Museum & Archives collections.

4.7 To upgrade Peterborough Museum & Archives collections by means of exchange or other transaction with another public museum, archives or related institution.

5. Procedure:

5.1 The Curator, Archivist and/or Conservator shall identify objects (of clear title) to be deaccessioned using physical inspection, examination of pertinent accession records and related documentation and shall consult with the Museum Director. The Curator, Archivist and/or Conservator may also consult with appraisers and other authorities as necessary.

Note: The objects must be of clear title or if title cannot be determined, a serious, diligent and documented effort must be made in attempts to ascertain title.

5.2 The Curator, Archivist and/or Conservator shall present recommendations for deaccessioning and preferred method(s) of disposal (pursuant to Section 6) through the appropriate committee (as applicable) or directly to the Museum & Archives Advisory Committee, in the form of a written report. Each deaccession request is to be assessed on its merits, on a case-by-case basis.

5.3 A deaccession form recording: accession number, reasons for deaccessioning, date of deaccessioning, description of deaccessioned material, method of disposal, and other pertinent information will be produced and permanently stored in the appropriate accession file.

6. Disposition of Deaccessioned Objects:

The following options for disposal of deaccessioned material do not necessarily follow a prescribed sequence:

6.1 May be offered to the Peterborough Museum & Archives Education Collection for use in Peterborough Museum & Archives programs.

6.2 May be offered to another public, not-for-profit, museum, archives or related institution as a gift or to be used for exchange purposes.

6.3 May be sold at a legitimate public auction or other public sale, with appropriate notification and advertising. The Peterborough Museum & Archives shall make every effort to ensure that deaccessioned material shall remain in the public domain, within Canada.

7. Intentional Destruction:

If the deaccessioned material is in extremely poor condition, is a potential health hazard or cannot be disposed of in accordance with Section 6, it shall be intentionally destroyed.

The Peterborough Museum & Archives shall remove accession numbers from any material to be destroyed. The Peterborough Museum & Archives shall consult with appropriate authorities on the safest and most environmentally sound method of disposal.

8. Conflict of Interest:

No Peterborough Museum & Archives employee (or relative), board or committee member, volunteer, appraiser, consultants or other person directly involved in the deaccession or disposal process, or with specific prior knowledge of the value or significance of the deaccessioned item(s) shall be eligible to purchase deaccessioned material at auction or other public sale, nor are they permitted to acquire deaccessioned material by any other means.

9. Proceeds:

All monies realized from deaccession activities, including auctions or other public sales, shall be used for the direct benefit of Peterborough Museum & Archives' collections, either for future acquisitions or improvements in collections care and/or management.

10. Records Management:

The Peterborough Museum & Archives will maintain permanent records that fully document each and every deaccession and disposal. A completed deaccession form and copy of the relevant motion from the Museum & Advisory Committee shall be included in the appropriate accession file.

If a transfer of ownership is the chosen method of disposal, the Peterborough Museum & Archives shall provide copies of appropriate documentation to the receiving institution.

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: *June 27, 1992*

Revised: *September 1998*

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 Bill Eekhof, seconded by Bernadine Dodge, carried, June 28, 2007

Revised: Moved by Gayle McIntyre, seconded by Audrey Armstrong, carried, January 8, 2009

EDUCATION and INTERPRETATION POLICY

1. Commitment:

The role of education and interpretation is to support the vision and mandate of the Peterborough Museum & Archives by promoting and enhancing communication between the Peterborough Museum & Archives and its audience.

2. Resources:

In a commitment to excellence, the Peterborough Museum & Archives will provide the human, financial and physical resources necessary to develop and to deliver interpretive and educational programs by allocating a portion of the annual budget to program expenses.

3. Objectives:

3.1 To offer a primary source of knowledge regarding the heritage and culture of Peterborough and area.

3.2 To ensure a positive, stimulating and welcoming atmosphere for visitors to the Peterborough Museum & Archives.

3.3 To ensure that physical and intellectual access to the Peterborough Museum & Archives is available to a diverse audience, including as many age, ability, gender and cultural ranges as possible.

3.4 To provide enjoyable learning opportunities and activities appropriate to the different age, ability, gender and cultural ranges represented in the Peterborough Museum & Archives' audience.

3.5 To encourage visits to the Peterborough Museum & Archives by tourists, families, school and community groups.

3.6 To provide outreach programming to the community.

3.7 To increase public support for the Peterborough Museum & Archives through an understanding of its role in the community.

3.8 To maintain a safe and secure environment in compliance with workplace safety legislative standards.

3.9 To demonstrate a commitment to accuracy, objectivity and ethical behaviour in all interpretation and education programs.

4. Scope:

The Peterborough Museum & Archives will provide a broad range of education and interpretation comprising a mix of guided tours, school programs, early-childhood programs, public programs and special events that are consistent with the Peterborough Museum & Archives' Vision and Mandate. The Peterborough Museum & Archives will also provide education and interpretation programs and activities for the community at large.

4.1 Education Programs. The Peterborough Museum & Archives will offer a selection of enduring programs based on the long-term galleries and collections as well as transitory programs designed around temporary exhibitions.

4.2 Interpretation Programs. The Peterborough Museum & Archives will offer events and activities for adults, families and children including, but not limited to, "Word on the Hill", "Adventure on the Hill", "MUSE", "Heritage Trails" and children's day camps which offer enjoyable learning opportunities related to the Peterborough Museum & Archives collection, to the temporary exhibitions and/or to topics of contemporary interest.

5. Education Programs:

The Peterborough Museum & Archives will provide a variety of education programs for schools, colleges and universities, according to the following principles.

5.1 Learning Styles. Reflect multiple learning styles and levels of interest.

5.2 Resources. Use the Peterborough Museum & Archive's collections and resources in a stimulating and imaginative manner.

5.3 Content. Be accurate and current.

5.4 Pedagogy. Incorporate relevant pedagogical practices, knowledge, attitudes and skills.

5.5 Curriculum Links. Meet the educational outcomes of the Ontario Curriculum where relevant.

5.6 Personnel. Be developed and delivered by qualified educators.

5.7 Assessment. Assess and evaluate on an on-going basis through formal surveys and questionnaires and informal discussion with visitors, especially parents, teachers and group leaders.

5.8 Use of Collection. Utilize Peterborough Museum & Archives artifacts and archival material in accordance with the Conservation Policy.

6. Promotion:

The Peterborough Museum & Archives will actively promote all education and interpretation programs.

7. Fees:

The Peterborough Museum & Archives will establish an annual fee schedule for all education and interpretation programs.

8. Liaison:

The Peterborough Museum & Archives will maintain liaison with heritage and community groups.

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 College of Teachers, Ethical Standards for the Teaching Profession.
Ontario Ministry of Tourism and Culture, Standards for Community Museums.

Approved: Moved by R. Beal, seconded by S. McCormack, carried, March 1, 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

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 quarter 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 exhibits 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 be responsible for the insurance of the full replacement value of objects while in the possession of the Peterborough Museum & Archives subject to supporting documentation.

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

GIFT SHOP POLICY

1. Function:

The Peterborough Museum & Archives will own, operate and promote a Gift Shop on-site, as a revenue-generating service intended to enhance the visitor experience.

2. Administration:

The Gift Shop will operate effectively and efficiently in accordance with Corporate and Peterborough Museum & Archives Policy and Procedures and sound business practice.

3. Merchandise:

The Gift Shop will sell quality merchandise that:

3.1 Reflects the Peterborough Museum & Archives Mission Statement;

3.2 Compliments Peterborough Museum & Archives programs;

3.3 Promotes area artists, artisans, authors, and performers;

Merchandise may include books, works of art, crafts, souvenirs and refreshments.

4. Special Projects:

The Gift Shop may also undertake special fund-raising and promotional projects.

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

INSURANCE POLICY

Paragraph 7(a) Insurance on the Permanent Collections is maintained by the City at a level reviewed from time to time and a floater fine arts policy is maintained on a deposit basis with the premium calculated in arrears in order to cover the loans from outside the museum and exhibitions that enter the Peterborough Museum & Archives.

It is the practice to inform the insurance company of the insurance value and details of material borrowed for display purposes and the period of such loan. The responsibility for making these loans is delegated to the senior staff members of the Department of Community Services.

Authority: By-law 1966-45 as amended 1980-34

OPEN HOURS POLICY

1. Intent:

The Peterborough Museum & Archives shall be open to the public on a regular daily basis year round.

2. Regular Weekday Hours:

The building will be open to the public from 9:00 a.m. to 5:00 p.m., Monday through Friday year round, excluding Statutory Holidays. During July and August, there will be extended open hours on Thursday and Friday evenings, until 7 pm.

3. Weekend Hours:

The building will be open from noon to 5:00 p.m. on Saturdays and Sundays year round.

4. Statutory Holidays:

The building will be open from noon to 5:00 p.m. on Statutory Holidays unless otherwise noted.

5. Building Closed:

The building will be closed on Christmas Day, New Year's Day and Good Friday. The building may be closed on Christmas Eve and New Year's Eve.

6. Archives Hours:

The Archives shall be open to the public from 9:00 a.m. to 12:00 noon and 1:00 to 5:00 p.m., Monday to Friday year round, strictly by appointment.

The Archives will not be open to the public on Civic Holidays, Statutory Holidays or weekends.

7. Other Hours:

The building may be open to the public for programming activities at other times as approved by the Museum Director.

8. Use of Premises:

At the discretion of the Museum Director, the premises may be opened to organizations, groups, and classes at other times, but the Peterborough Museum & Archives shall remain closed to the general public.

9. Change of Regular Open Hours:

The Museum & Archives Advisory Committee, in consultation with the Museum Director, can only change the regular hours that the Museum and/or Archives are open to the public.

Approved: April 28, 1993

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

PHYSICAL PLANT MANAGEMENT POLICY

1. The Building and the Grounds:

The Peterborough Museum & Archives is located in a purpose built brick building erected in 1967 situated on four acres of City owned parkland. The current main facility is 10,800 square feet. The Peterborough Museum & Archives also operates the Heritage Pavilion, an outdoor venue; two modular classrooms, the Fine Annex (1000 square feet) and the Fleming Annex (1500 square feet); and one leased modular storage building. In addition, Peterborough Museum & Archives utilizes off-site storage space at the Peterborough Public Library (500 square feet).

2. Resources:

The Peterborough Museum & Archives shall accommodate the physical and functional needs of its users, staff, collections and programs by:

2.1 Providing human, financial and physical resources to ensure the safety of the public & staff (paid & unpaid).

2.2 Maintaining and occupying the site for the operation of a museum & archives, and apportioning its physical space to serve public functions and support functions on an equal basis in order to carry out the role of the Peterborough Museum & Archives effectively.

2.3 Providing adequate space for the purpose of acquiring, conserving, studying, interpreting, assembling and exhibiting to the community for its instruction and enjoyment a collection of artifacts and archival material of historical significance which must be accommodated by the physical plant.

3. Safety:

The Peterborough Museum & Archives will meet federal, provincial and municipal requirements that apply to physical safety of staff (paid & unpaid), visitors and property, which includes monthly health and safety inspections as outlined by the City of Peterborough's Occupational Health and Safety Policy. The Peterborough Museum & Archives also ensures that:

3.1 The smoke detection system is tested bi-annually and all fire extinguishers and emergency lights are maintained annually.

3.2 All Peterborough Museum & Archives staff have recognized and current first aid training.

3.3 Peterborough Museum & Archives staff annually reviews the Peterborough Museum & Archives' Emergency Disaster Preparedness Plans.

3.4 The building security system is maintained bi-annually or as needed.

3.5 The building and elevator are equipped with emergency phones.

3.6 The building and grounds are monitored by surveillance cameras in case of incidents and are in compliance with municipal, provincial and federal legislation.

3.7 The building and grounds are lit at night.

4. Preventive Conservation:

The Peterborough Museum & Archives ensures that the building meets the environmental norms appropriate to its functions by:

4.1 Monitoring collection and exhibition spaces with current environmental monitoring equipment.

4.2 Monthly pest inspections throughout the entire facility.

4.3 Bi-weekly physical inspections of collections areas.

4.4 Weekly inspections of exhibition galleries.

4.5 Weekly janitorial servicing and additional servicing as needed.

5. Building and Property Maintenance:

The Peterborough Museum & Archives shall maintain the building and property by providing the human, financial and physical resources that are necessary as referenced under City By-law 05-042, paragraph 2.2(d).

The Peterborough Museum & Archives annually schedules for repairs and capital upgrades as part of the City of Peterborough's budgeting process. This includes equipment that the Peterborough Museum & Archives requires to fulfill its functions within the community.

6. Facility Rental:

The Peterborough Museum & Archives Heritage Pavilion, Fine Annex and Fleming Annex are made available to the public and groups for rental. Functions must be booked in advance and are regulated in accordance with the City By-laws, which includes regulating the service of alcohol under the City of Peterborough's Alcohol Management Policy.

7. Environment:

The Peterborough Museum & Archives strives to be environmentally responsible through an active recycling program and reuse of materials.

The Peterborough Museum & Archives strives to lower energy costs by ensuring that the exhibitions are not lit during off hours.

The Peterborough Museum & Archives maintains its heating and cooling equipment ensuring optimum efficiency, while maintaining the proper environment for the museum and archival collections.

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: *May 12, 2005*

Revised: *Moved by Dean Pappas, seconded by Lawrence Sadler, carried, May 12, 2005*

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*

PROFESSIONAL DEVELOPMENT POLICY

1. Commitment:

The Peterborough Museum & Archives shall encourage the on-going selection, orientation, training, and development of qualified staff (paid & unpaid) and Museum & Archives Advisory Committee members.

2. Resources:

The Peterborough Museum & Archives shall provide the human, financial, and spatial resources necessary to meet this commitment. Specifically, the Peterborough Museum & Archives will annually provide funds for training, conferences, and professional memberships.

3. Corporate Policy:

The Peterborough Museum & Archives shall ensure that Professional Development activities are consistent with the Corporation of the City of Peterborough's Training and Development Policy 4.3.

4. Skill Development:

The Peterborough Museum & Archives staff (paid and unpaid) may participate in job-specific, technical training such as computer familiarization; report writing, and occupational health and safety that are regularly offered by the City of Peterborough.

5. Professional Development:

5.1 Course and Conferences. The Peterborough Museum & Archives shall support staff involvement in organizing and/or attending profession-specific workshops and conferences.

5.2 Professional Associations. The Peterborough Museum & Archives shall support staff membership and involvement with professional associations as a professional development activity.

5.3 Professional Courses. The Peterborough Museum & Archives shall support staff in the development and delivery of professional courses both on-site and as outreach activities.

6. In-house Training:

The Peterborough Museum & Archives will implement regular in-house training for all staff (paid and unpaid).

Training will be geared to improving the on-going operations of the Peterborough Museum & Archives and may include, for example: basic first aid, public relations, new computer programs, fire extinguisher operations and so on.

Approved: April 28, 1993

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

RESEARCH and REFERENCE POLICY

1. Commitment:

The Peterborough Museum & Archives shall conduct research and shall encourage and facilitate research by others.

2. Resources:

The Peterborough Museum & Archives shall provide the physical, human, and financial resources necessary to meet this commitment.

3. Collection Documentation:

The Peterborough Museum & Archives shall conduct research to establish the provenance, use, description, and historical significance of its collections as an integral part of the documentation process.

4. Exhibition:

The Peterborough Museum & Archives shall conduct research as an integral component of the exhibition development process. The Peterborough Museum & Archives shall ensure that the final product and specifically the exhibition text reflect scholarly research.

5. Education and Public Programming:

The Peterborough Museum & Archives shall conduct research as an integral component in the development and delivery of interpretive and public programming activities.

6. Conservation:

The Peterborough Museum & Archives shall conduct research to ensure the appropriate care, handling, storage and treatment of all material culture and documentary heritage in its care.

7. Evaluation:

The Peterborough Museum & Archives shall conduct research to assess public and educational programs and to identify potential marketing trends.

8. Academic Research:

The Peterborough Museum & Archives shall contribute to the body of knowledge in areas of specialization, local history, and museology.

9. Publications:

The Peterborough Museum & Archives shall encourage and support the publication of research.

10. Presentations:

The Peterborough Museum & Archives shall encourage and support the dissemination of staff (paid and unpaid) research through presentations, lectures other media.

11. Copyright:

The Peterborough Museum & Archives shall ensure that all research activities, such as publication and exhibition, shall comply with the Canadian Copyright Act.

12. Copyright Ownership:

The Peterborough Museum & Archives shall retain copyright ownership for all items produced on its behalf, unless a prior written agreement to the contrary, has been prepared and approved.

11. Other Research Institutions:

The Peterborough Museum & Archives shall establish and maintain a reciprocal working relationship with the broader academic and heritage community, and with those organizations that are formal partners through the Museum & Archives Advisory Committee.

12. Archives Reference:

12.1 The Archivist and/or designate shall maintain and operate an Archives Reference Library as the institution's primary research resource.

12.2 The Archivist and/or designate shall develop and maintain an Archives Reference Library to further encourage and facilitate research. The Library will not function as a lending library.

12.3 The Archivist and/or designate shall facilitate research inquiries directed towards the Archives and the Archives Reference Library.

Other Peterborough Museum & Archives staff shall be responsible for facilitating research enquiries directed to their functional area.

12.4 The Archives and Archives Reference Library shall be open to researchers from 9:00 a.m. to 5:00 p.m. with a one hour noon hour, Monday through Friday, year round excluding Statutory & Civic Holidays. Appointments are mandatory.

12.5 The Archivist and/or designate shall respond to all reasonable written, telephone, and on-site requests promptly and courteously and as time and resources permit.

12.6 The Archivist and/or designate shall provide orientation and supervision of researchers to ensure the proper care and handling of the Reference collection.

12.7 All researchers must comply with the Peterborough Museum & Archives' Rules for Researchers.

12.8 The Archivist and/or designate shall maintain a list of all research requests for statistical purposes. All researchers, including museum staff, are required to register, providing their name, date, research topic, and duration of their search.

12.9 The Peterborough Museum & Archives shall comply with Freedom of Information & Protection of Privacy Legislation for all research inquiries.

12.10 The Archivist and Curator shall advise all researchers that it is their responsibility to determine copyright ownership and obtain the necessary clearance to publish any copyrighted materials.

12.11 Access to archival records may be restricted by municipal, provincial and federal law, donor agreement and/or conservation concerns.

12.12 Researchers must credit the Peterborough Museum & Archives in any resulting publications.

12.13 Researchers will be encouraged to provide a complimentary copy of their research papers or any published materials in recognition of the service provided.

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: *April 28, 1993*

Revised: *Moved by Livingston Clarke, seconded by Shella Wood, carried, May 10, 2001*

Revised: *Moved by Paul Northcott, seconded by Stewart Browne, carried, June 14, 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*

RESTRICTED and PROHIBITED WEAPONS POLICY

1. Compliance:

The Peterborough Museum and Archives shall comply with all federal government regulations in the collection, registration, handling and storage of firearms, restricted and prohibited weapons, hereinafter referred to as Weapons.

2. Definition:

A restricted or prohibited weapon shall be defined as any weapon that meets the criteria in Section 84 of the Firearms and Offensive Weapons Code, or any weapon that is declared by Order of the Governor in Council to be a restricted weapon.

Any firearm manufactured before 1898 shall not be deemed a firearm unless it was designed or redesigned to fire ammunition that is commonly available in Canada and, but for this section, would be a restricted weapon. In addition, any firearm that is not designed or adapted to discharge a projectile with a muzzle velocity exceeding 152.4 m/second or designed exclusively for signalling or firing blank cartridges.

3. Collection Policy:

The Peterborough Museum & Archives will only accept Weapons that comply with its Collection Policy. The Peterborough Museum & Archives does not have, nor will collect, any live ammunition.

4. Possession and Acquisition License:

The Peterborough Museum & Archives will provide the resources necessary to ensure that two staff acquires the requisite training and certification to become qualified staff (Possession and Acquisition Licence).

5. Handling:

The Peterborough Museum & Archives shall ensure that no one will handle or transport Weapons from the Peterborough Museum & Archives collection without a valid Possession and Acquisition Licence.

6. Referrals:

Peterborough Museum & Archives staff that does not hold the requisite certification shall refer all Weapons related inquiries to qualified staff that advise prospective donors/vendors of the legislation.

7. Reporting Acquisitions and Exports:

The Peterborough Museum & Archives will report the acquisition and/or export of Weapons to the Commissioner of the RCMP within 48 hours of their receipt using the appropriate documentation.

8. Identification:

The Peterborough Museum & Archives will review its existing collection and incoming accessions to identify Weapons covered by the legislation.

9. Registration:

The Peterborough Museum & Archives shall register the make, model, and serial number of all firearms with the appropriate government authority.

10. Records and Inventory:

The Peterborough Museum & Archives will keep records of all transactions regarding Weapons in its collection. The Peterborough Museum & Archives will also maintain a Records Ledger as a comprehensive inventory. The Peterborough Museum & Archives will present these records to the appropriate authorities upon demand.

11. Security:

The Peterborough Museum & Archives will store and/or exhibit all Weapons and/or parts thereof in locked, secure storage and/or exhibition cabinets.

12. Regular Inspection:

Qualified staff will inspect the Weapons collection regularly.

13. Loss or Theft:

The Peterborough Museum & Archives shall immediately report any loss, destruction or theft of Weapons to the local registrar of firearms and a peace officer.

14. Deaccessions:

Any deaccession and/or removal of Weapons from the collection must comply with the Deaccessions Policy and the Firearms and Offensive Weapons Code.

Approved: May 11, 1995

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

SECURITY POLICY

1. Resources:

The Peterborough Museum & Archives shall provide the human, financial, and physical resources necessary to maintain a safe and secure environment for the building, contents, and other property in accordance with recognized museum and archival standards and Corporate Policy (City of Peterborough).

2. Staff Responsibilities:

All paid staff, including contract janitorial staff, shall be responsible for the security of the building and its contents during the routine performance of their duties.

3. Minimum Staff Complement:

When the building is open to the public, it shall be secured and monitored by paid employee(s) of the Peterborough Museum & Archives.

Approved: Moved by J. Connolly, seconded by R. Beal; carried, October 25, 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