



City of
Peterborough

To: **Members of the Museum & Archives Advisory Committee**

From: **Susan Neale, Museum Director**

Meeting Date: **April 10, 2014**

Subject: **Report MAAC14-006**
Peterborough Museum & Archives: Amendments to Gift Shop
Policy and Open Hours Policy

Purpose

A report to recommend amendments to the Peterborough Museum & Archives' Gift Shop Policy and Open Hours Policy.

Recommendations

That the Museum & Archives Advisory Committee approve the recommendations outlined in Report MAAC14-006 dated April 10, 2014, of the Museum Director, as follows:

- a) That amendments to the Gift Shop Policy, attached as Appendix A, be approved;
- b) That amendments to the Open Hours Policy, attached as Appendix B, be approved.

Budget and Financial Implications

There are no budget or financial implications associated with the recommendations.

Background

The Peterborough Museum & Archives (PMA) Policy Manual is submitted to the Ministry of Tourism, Culture and Sport as a compulsory component of the annual Community Museum Operating Grant application. Policies are assessed for compliance with federal, provincial and municipal legislation as well as international professional standards with the goal to ensure ethical museum and archives practices.

The Gift Shop Policy has been amended to include an on-line gift shop. The Open Hours Policy has been amended to reflect the PMA's regular weekday hours. PMA visitor attendance statistics indicated that extended open hours on Thursday and Friday evenings were not warranted.

Summary

The Peterborough Museum & Archives' (PMA) Gift Shop Policy and Open Hours Policy have been amended to reflect current operations, which strengthens the PMA's adherence to the Ontario Ministry of Tourism, Culture and Sport guidelines.

Submitted by,

Susan Neale, Museum Director

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Attachments:

Appendix A Gift Shop Policy *Draft*

Appendix B Open Hours Policy *Draft*