

MAAC14-013 Appendix A

COLLECTIONS MANAGEMENT POLICY

1. Intent:

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

2. Resources:

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

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

2.3 The Peterborough Museum & Archives will maintain a properly equipped space for the storage of the collection records.

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

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

2.6 The Peterborough Museum & Archives will collect and maintain a technical library for the collection records management system.

3. Responsibilities:

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

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

3.3 Conservator. The Conservator will 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 assist with processing artifacts and archival material, as required.

4. Process:

4.1 Temporary Receipt Form. Peterborough Museum & Archives staff will issue a Temporary Receipt Form as an acknowledgement that an object(s) has been deposited at the Peterborough Museum & Archives as a possible donation(s).

The Form includes the donor's name and contact information, a history and inventory of the object(s), and will be dated and signed by the prospective donor and staff.

The Curator, Archivist and/or Conservator will examine all potential donations. The Curator and/or Archivist may accept donations that meet the criteria documented 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. Any legal, conservation and/or donor restrictions are also cited in the Certificate of Gift.

The Certificate of Gift includes the date of donation, the donor's name and contact information, a listing of the object(s) and the associated accession number(s).

The Peterborough Museum & Archives will issue two (2) copies of the Certificate of Gift, accompanied by a letter of acknowledgement of the donation, to the donor for his/her signature. One (1) copy is for the donor's own records; one (1) copy is to be returned to the Peterborough Museum & Archives.

4.3 Numbering System. The Peterborough Museum & Archives will adhere to the standard recognized 3-part numbering system for the collection.

4.4 Documentation. The Peterborough Museum & Archives will 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: name of artifact, accession number, donor

information, date of the donation, physical and historical description of the artifact, provenance, loan availability, photo documentation 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 and conservation needs. Detailed finding aids will be completed for larger collections (*fonds*); descriptions will adhere to RAD.

4.6 Research. The Curator and Archivist, when accessioning object(s), will research the provenance, age, method of construction, history and any other pertinent information.

4.7 Storage Location. The Peterborough Museum & Archives will number all storage locations in the collection storage areas. The storage location number of an object will be recorded on the Catalogue Worksheet and recorded in the collection records management system.

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

4.9 Processing Schedule. The accessioning process will be completed in a timely fashion.

4.10 Accidental Loss:

When an object(s) is stolen, or damaged beyond repair, the Peterborough Museum & Archives will 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 will become part of the permanent accession record for the object(s) in question.

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 retrieve the object(s). 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 will 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 loan 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 contact information, start and end dates for the loan, and a listing of the objects, including their condition and value. Two (2) copies of the form will be issued: one (1) for the lender's records; one (1) for the Peterborough Museum & Archives' records.

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, contact information, start and end dates for the loan, and a listing of the objects, including their condition and value. Two (2) copies of the form will be issued: one (1) for the Peterborough Museum & Archives records; one (1) for the borrower's records.

7.3 Storage of Outstanding Loan Form. An Outstanding Loan Form will be stored in a designated file labelled "Outstanding Incoming Loan Forms" or "Outstanding Outgoing Loan Forms".

7.4 Storage of Completed Loan Form. All Completed Loan Forms will be stored in a designated file labelled "Completed Incoming Loan Forms" or "Completed Outgoing Loan Forms".

8. Other Forms:

8.1 Condition Report. Peterborough Museum & Archives staff will complete Condition Reports when cataloguing an object, when objects are going out or coming in on loan, or, when treating an object. All Condition Reports will be filed with the object's accession file.

8.2 Deaccessioning Form. Decisions to deaccession an object(s) must be presented to the Museum & Archives Advisory Committee for review. Once approved, the Curator, Archivist and/or Conservator will issue a Deaccessioning Form to create a permanent record of the object's deaccessioning. The Form

includes the object's name, accession number, description, photo documentation, reason for deaccessioning, date and method of disposal, and an estimated fair market value. This Form will be kept in the object's accession file(s), with a copy of the relevant motion from the Museum & Archives Advisory Committee and any other pertinent information (reference Deaccessions Policy, Section 4).

9. Training and Supervision:

9.1 Training. Professional employees of the Peterborough Museum & Archives will properly train designated staff (paid and unpaid) in each step of the accessioning process, as required.

9.2 Supervision. The Curator, Archivist and/or Conservator will supervise and monitor all processing of artifacts and/or archival material. All said staff (paid and unpaid) will 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 artifacts or archival material considered to be historically significant or of exceptional monetary value.

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

10.3 Visual Record. The Peterborough Museum & Archives may photo document significant and valuable artifacts. The photo documentation may be stored off site and/or in the collection records management system.

The Peterborough Museum & Archives may make alternative visual records of objects in the permanent collection storage areas and on exhibition in the long-term galleries. This record may be stored off site and/or in the collection records management system.

11. Appraisals:

11.1 Monetary appraisals will be conducted by a qualified external appraiser, not by Peterborough Museum & Archives staff.

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 to provide a copy of the said appraisal.

11.3 Appraisal Form or Report. Appraisers must complete an Appraisal Report for each object when valuing object(s) for income tax purposes. The Appraisal Report must include the information on the Certificate of Gift, the fair market value of the object(s), and the name, position and qualifications of the appraiser.

12. Inventory of Collection in Permanent Collection Storage Areas:

12.1 Comprehensive Inventory. The Peterborough Museum & Archives will inventory the collection, as required, to ensure its integrity.

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

13. Inventory of Artifacts on Display:

13.1 Inventory Worksheet. The artifacts and/or archival material on exhibition will be recorded, including: display unit, accession number (or lender's name), artifact name, condition and date.

13.2 Condition Reports. The Curator of each exhibition and the Conservator will check the condition of all artifacts and/or archival material prior to being placed on exhibition, and prior to being returned to storage.

13.3 Tracking Form. When artifacts and/or archival material are placed on exhibition, the object's name, accession number, storage location, date of removal and date of return to storage will be recorded.

13.4 Photographic Record. Once an exhibition installation is complete, staff may photograph each display unit to provide a photographic record of the exhibition and the objects therein.

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

14. Confidentiality:

Museum workers (paid & unpaid) will 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 of Cultural Property – Code of Ethics and Guidance for Practice.
Canadian Council for Archives, Code of Ethics.
Canadian Museum Association, Ethics Guidelines.
Ontario Ministry of Tourism, Culture and Sport, 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

Revised: Moved by Bill Eekhof, carried, December 9, 2010

DEACCESSIONS POLICY

Note: This policy supersedes all previous Deaccessioning Policies and practices.

1. Standards:

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

2. Intent:

The Peterborough Museum & Archives will 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 will present recommendations for deaccessioning and disposal to the Museum & Archives Advisory Committee for approval by formal motion.

3. Criteria:

The criteria for deaccessioning artifacts or archival material will include:

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

3.2 Excessive duplication.

3.3 Poor condition or quality.

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

3.5 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.

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

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

4. Procedure:

4.1 The Curator, Archivist and/or Conservator will identify objects (of clear title) to be deaccessioned using physical inspection, examination of pertinent accession records and related documentation and will 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.

4.2 The Curator, Archivist and/or Conservator will present recommendations for deaccessioning and the preferred method(s) of disposal (pursuant to Section 5) through the Museum Director to 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.

4.3 The Curator, Archivist and/or Conservator will complete a Deaccessioning Form, recording the object's name, accession number, description, photo documentation, reason for deaccessioning, date and method of disposal and an estimated fair market value. This Form will be kept in the object's accession file(s), with a copy of the relevant motion from the Museum & Archives Advisory Committee and any other pertinent information (reference Collections Management Policy, Section 4).

4.4 The Peterborough Museum & Archives staff will remove accession numbers from any object(s) that has been deaccessioned.

5. Disposition of Deaccessioned Objects:

The Peterborough Museum & Archives will make every effort to ensure that deaccessioned material remains in the public domain, within Canada. The following options for disposal of deaccessioned material do not follow a prescribed sequence:

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

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

5.3 May be sold at a legitimate public auction or other public sale, with appropriate notification and advertising.

6. 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 5, it will be intentionally destroyed.

The Peterborough Museum & Archives will consult with appropriate authorities on the safest and most environmentally sound method of disposal.

7. Conflict of Interest:

Peterborough Museum & Archives employees (or relatives), board or committee members, volunteers, appraisers, consultants or other persons directly involved in the deaccession or disposal process, or with specific prior knowledge of the value or significance of the deaccessioned item(s), are PROHIBITED from purchasing deaccessioned material at auction or other public sale and from acquiring deaccessioned material by any other means.

8. Proceeds:

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

9. Records Management:

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

If a transfer of ownership is the chosen method of disposal, the Peterborough Museum & Archives will provide copies of appropriate documentation to the receiving institution (reference Section 4.3).

Authority: Canadian Association for Conservation of Cultural Property – Code of Ethics and Guidance for Practice.
Canadian Council for Archives, Code of Ethics.
Canadian Museum Association, Ethics Guidelines.
Ontario Ministry of Tourism, Culture and Sport, 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

Revised: Moved by Bill Eekhof, carried, December 9, 2010

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