



City of
Peterborough

To: Members of the Museum & Archives Advisory Committee

From: Susan Neale, Museum Director

Meeting Date: May 14, 2015

Subject: Report MAAC15-006
Peterborough Museum & Archives: Policy Manual, 2015

Purpose

A report to present to Committee the Peterborough Museum & Archives Policy Manual, 2015.

Recommendation

That the Museum & Archives Advisory Committee approve the recommendation outlined in Report MAAC15-006 dated May 14, 2015, of the Museum Director, as follows:

That the Peterborough Museum & Archives Policy Manual, 2015, be received for information.

Budget and Financial Implications

Up-to-date policies are submitted by the Peterborough Museum & Archives to the Ontario Ministry of Tourism, Culture and Recreation to ensure eligibility for an annual Community Museum Operating Grant of \$45,433.

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 Museum & Archives Advisory Committee regularly reviews the PMA Policy Manual to ensure best practices. The following motion was carried (April 9, 2015):

- a) That the Museum Director's report regarding the 2014 Policy Manual for the Peterborough Museum & Archives be received for information and,
- b) That all references to the Peterborough Public Library's off-site storage be removed from the Policy Manual and,
- c) That reference to the Curatorial Centre be added to the Policy Manual, as required.

Accordingly, four (4) policies have been revised:

- Collections Management Policy
- Conservation Policy
- Physical Plant Management Policy
- Security Policy

The Peterborough Museum & Archives Policy Manual, 2015, incorporates all approved revisions (Appendix A).

Summary

The Peterborough Museum & Archives' (PMA) Policy Manual, 2015, strengthens the PMA's adherence to the Ontario Ministry of Tourism, Culture and Sport guidelines, and ensures best practices.

Submitted by,

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Museum Director

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Attachments:

Appendix A – Peterborough Museum & Archives Policy Manual, 2015

Appendix A

Peterborough Museum & Archives Policy Manual, 2015