

5.8 Use of Collection. Utilize the Peterborough Museum & Archives Interpretive Education/Study Collection, and the permanent collection 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 liaise with heritage and community groups.

Reference: By-Law Number 16-027, Corporation of the City of Peterborough, A By-Law to Establish a Museum & Archives Advisory Committee
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, Culture and Sport, Standards for Community Museums.

Approved: Moved by R. Beal, seconded by S. McCormack, carried, March 1, 1990

Revised: Moved by B. Mitolo, seconded by P. Northcott, carried, May 10, 2001

Revised: Moved by C. Ormerod, seconded by A. Armstrong, carried, January 12, 2006

Revised: Moved by G. McIntyre, seconded by A. Armstrong, carried, January 8, 2009

Revised: Moved by B. Eekhof, carried, December 9, 2010

Revised: Moved by L. Lumsden, carried, May 14, 2015

Revised: Moved by _____, _____, January 10, 2019

Exhibition Policy

1. Commitment:

In a commitment to excellence, the Peterborough Museum & Archives will communicate and interpret its Mandate 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. Artifacts for Exhibition:

To mount exhibitions or to complement travelling exhibitions, the Peterborough Museum & Archives will select artifacts and archival material from its collection, and/or borrow artifacts and archival material 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 artifacts and archival material. However, 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 artifacts or archival material on display without the expressed permission of the Exhibitor.

15. Insurance:

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

16. Conservation:

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

16.1 Environment. The Peterborough Museum & Archives will provide a safe, stable, and secure environment for artifacts and archival material 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 Artifacts. The Peterborough Museum & Archives will only exhibit artifacts and archival material that can withstand the rigours of exhibition.

16.4 Removal of Artifacts on Exhibition. The Peterborough Museum & Archives will remove artifacts and archival material 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 artifacts and archival material on display.

16.6 Monitoring. Peterborough Museum & Archives workers will regularly and routinely monitor exhibitions to ensure quality of presentation and preservation of the artifacts and archival material.

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. All text shall strive to meet Accessibility standards.

19. Donor Recognition:

Unless specified, the donor/lender of artifacts 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.

Reference: By-Law Number 16-027, Corporation of the City of Peterborough, A By-Law to Establish a Museum & Archives Advisory Committee
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, Culture and Sport, Standards for Community Museums.

Approved: Moved by J. Connolly, seconded by J. Leal, carried, October 17, 1991

Revised: Moved by B. Mitolo, seconded by P. Northcott, carried, May 10, 2001

Revised: Moved by C. Ormerod, seconded by A. Armstrong, carried, January 12, 2006

Revised: Moved by G. McIntyre, seconded by A. Armstrong, carried, January 8, 2009

Revised: Moved by B. Eekhof, carried, December 9, 2010

Revised: Moved by L. Lumsden, carried, May 14, 2015

Revised: Moved by A. Sullivan, carried, June 15, 2017

Revised: Moved by _____, _____, January 10, 2019

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Gift Shop Policy

1. Function:

The Peterborough Museum & Archives may 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 City of Peterborough Corporate Policies and Procedures, Peterborough Museum & Archives Policies, and sound business practice.

3. Merchandise:

The Gift Shop will sell quality merchandise that:

3.1 Reflects the Peterborough Museum & Archives Mandate.

3.2 Compliments the 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 B. Mitolo, seconded by P. Northcott, carried, May 10, 2001

Revised: Moved by C. Ormerod, seconded by A. Armstrong, carried, January 12, 2006

Revised: Moved by G. McIntyre, seconded by A. Armstrong, carried, January 8, 2009

Revised: Moved by B. Eekhof, carried, December 9, 2010

Revised: Moved by Councillor D. Pappas, carried, April 10, 2014

Revised: Moved by L. Lumsden, carried, May 14, 2015

Revised: Moved by _____, _____, January 10, 2019

Insurance Policy

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

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

Approved: Moved by R. Beal, seconded by S. McCormack, carried, July 19, 1990

Revised: Moved by B. Mitolo, seconded by P. Northcott, carried, May 10, 2001

Revised: Moved by C. Ormerod, seconded by A. Armstrong, carried, January 12, 2006

Revised: Moved by G. McIntyre, seconded by A. Armstrong, carried, January 8, 2009

Revised: Moved by B. Eekhof, carried, December 9, 2010

Revised: Moved by Councillor D. Pappas, carried, April 10, 2014

Revised: Moved by L. Lumsden, carried, May 14, 2015

Revised: Moved by A. Sullivan, carried, June 15, 2017

Revised: Moved by _____, _____, January 10, 2019

Open Hours Policy

1. Intent:

The Peterborough Museum & Archives main building 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.

3. Weekend Hours:

The building will be open from 12:00 noon to 5:00 p.m. on Saturdays and Sundays year round.

4. Statutory Holidays:

The building will be open from 12:00 noon to 5:00 p.m. on Statutory Holidays unless otherwise noted.

5. Building Closed:

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

Reference: By-Law Number 16-027, Corporation of the City of Peterborough, A By-Law to Establish a Museum & Archives Advisory Committee

Approved: April 28, 1993

Revised: Moved by B. Mitolo, seconded by P. Northcott, carried, May 10, 2001

Revised: Moved by C. Ormerod, seconded by A. Armstrong, carried, January 12, 2006

Revised: Moved by G. McIntyre, seconded by A. Armstrong, carried, January 8, 2009

Revised: Moved by B. Eekhof, carried, December 9, 2010

Revised: Moved by Councillor D. Pappas, carried, April 10, 2014

Revised: Moved by L. Lumsden, carried, May 14, 2015

Revised: Moved by _____, _____, January 10, 2019

Physical Plant Management Policy

1. The Building and the Grounds:

The Peterborough Museum & Archives is located in a purpose built facility (10,800 square feet) erected in 1967. The adjacent Curatorial Centre (9,058 square feet) was constructed in 2014. The Peterborough Museum & Archives also operates a modular classroom, the Fine Annex (1000 square feet), and the Heritage Pavilion, an outdoor venue. All are situated within an allocated two (2) acres of the City owned Ashburnham Memorial Park.

2. Resources:

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

2.1 Providing human, financial, and physical resources to ensure the safety of the public & workers (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 workers (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, all fire extinguishers and emergency lights are maintained monthly.

3.2 All Peterborough Museum & Archives workers (paid) have recognized and current first aid training.

3.3 The Peterborough Museum & Archives Preventive Conservation Officer or designate annually reviews the Peterborough Museum & Archives' Site Disaster Preparedness Plans.

3.4 The building security systems are maintained bi-annually or as needed.

3.5 The buildings and elevator are equipped with emergency phones.

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

3.7 The buildings and grounds are lit at night.

4. Preventive Conservation:

The Peterborough Museum & Archives ensures that the buildings meet 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 Daily physical inspections of collections areas.

4.4 Daily inspections of exhibition galleries.

4.5 Daily custodial servicing and additional servicing as needed.

5. Building and Property Maintenance:

The Peterborough Museum & Archives shall maintain the buildings and property by providing the human, financial, and physical resources that are necessary as referenced under City By-law 16-027, paragraph 3.2(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 is 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 interior of the facilities 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.

Reference: By-Law Number 16-027, Corporation of the City of Peterborough, A By-Law to Establish a Museum & Archives Advisory Committee
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, Culture and Sport, Standards for Community Museums.

Approved: May 12, 2005

Revised: Moved by D. Pappas, seconded by L. Sadler, carried, May 12, 2005

Revised: Moved by C. Ormerod, seconded by A. Armstrong, carried, January 12, 2006

Revised: Moved by G. McIntyre, seconded by A. Armstrong, carried, January 8, 2009

Revised: Moved by B. Eekhof, carried, December 9, 2010

Revised: Moved by A. Sullivan, carried, April 9, 2015.

Revised: Moved by L. Lumsden, carried, May 14, 2015

Revised: Moved by _____, _____, January 10, 2019

Professional Development Policy

1. Commitment:

The Peterborough Museum & Archives shall encourage the on-going selection, orientation, training, and development of qualified workers (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 workers (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 worker involvement in organizing and/or attending profession-specific workshops and conferences.

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

5.3 Professional Courses. The Peterborough Museum & Archives shall support workers 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 workers (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 B. Mitolo, seconded by P. Northcott, carried, May 10, 2001

Revised: Moved by C. Ormerod, seconded by A. Armstrong, carried, January 12, 2006

Revised: Moved by G. McIntyre, seconded by A. Armstrong, carried, January 8, 2009

Revised: Moved by B. Eekhof, carried, December 9, 2010

Revised: Moved by L. Lumsden, carried, May 14, 2015

Revised: Moved by _____, _____, January 10, 2019

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Research and Reference Policy

1. Commitment:

When conducting or facilitating research, the Peterborough Museum & Archives shall demonstrate a commitment to objectivity.

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.

b. Operating: assist with the governance of the PMA by establishing and monitoring governance and policies in compliance with City policies and procedures, collective agreements, as well as government legislation and standards.

c. Personnel: assist in the selection of Museum Director.

Approved: Moved by Councillor D. Pappas, carried, September 8, 2011

Revised: Moved by L. Lumsden, carried, May 14, 2015

Revised: Moved by _____, _____, January 10, 2019

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