

CALLANDER BAY HERITAGE MUSEUM

COLLECTION MANAGEMENT POLICY

The Callander Bay Heritage Museum's Collection Management Policy

The Callander Bay Heritage Museum acquires artefacts and/or collections only if it has adequate resources (human, financial, temporal, and special) to document, preserve, store, research, exhibit and interpret the artefact/collection being considered.

The Callander Bay Heritage Museum's collection management policy sets forth the goals of the museum with respect to managing its collection. The policy outlines responsibilities and sets standards for all collection related activities.

The Callander Bay Heritage Museum's collection and the surrounding area's history, is the repository of the Corporation of the Municipality of Callander. The collection and history is under the trusteeship of the Callander Bay Heritage Museum's Directors which are a Committee of Council and are appointed by the Corporation of the Municipality of Callander. The collection is held and managed in public trust.

A/ The Acquisition of Objects

The Callander Bay Heritage Museum collects objects, photographs, printed and audio-visual material pertaining to the history of the Corporation of the Municipality of Callander and surrounding areas, in accordance with its Statement of Purpose and Statement of Commemorative Purpose. The collection is physically recorded for the purpose of documentation, preservation, research, exhibition and interpretation for all generations.

The collection is made available to the public for research purposes.

The Callander Bay Heritage Museum collects according to the following criteria:

1. Artefacts which are specific to the Municipality of Callander and surrounding area:
 - Artefacts produced in the Municipality of Callander and surrounding areas
 - Artefacts related to the historically important people, places and events in the Municipality of Callander
 - Artefacts, which are in danger of loss or destruction (see further pg. 2 C9)
 - Artefacts which constitute and exemplary sample of an aspect of the Municipality of Callander's history currently not represented in the collection.

Personal Collecting by Callander Bay Heritage Museum's Staff, Committee of Council Members.

Personal collection is defined as the acquisition by the museum's staff or board members of an object similar to or related to that which the Callander Bay Heritage Museum collects or intends to acquire. All such members are required to declare a conflict of interest when such a situation arises. Staff and Committee members are required to offer the Callander Bay Heritage Museum the opportunity to acquire the artefact(s) in question.

B/ Ethics of Acquisition

See Ethics Policy

C/ Mode of Acquisition

1. Objects/artefacts are acquired by mean of: donation, bequest/exchange or purchase.
2. An acquisition, by purchase, is made by the Curator/Director with a limit of \$500. per year.
3. Potential donors are urged to out-rightly donate the artefact rather than have it on loan to the Museum.
4. In the event the Museum accepts artefact(s) that are "loaned" the item(s) must have an appraised value accompanying it (them). In such a case the artefact(s) value(s) must be recorded and the appraised amount filed with the Municipal Treasurer (for Insurance purposes).
5. With artefacts that are uncertain as to the pertinence to the Callander area, the Curator/Director will bring the item to the Committee for verification and decision. These potential donations will be discussed at a regular monthly meeting.
6. The Curator/Director reports all acquisitions to the Committee.
7. All acquisitions involving transfer of ownership and/or responsibility must be accompanied by a signed gift agreement or other proof of legal title to the object, such as a transfer of title form or bill of sale.
8. NO acquisition is made by which the conditions of acquisition restrict the use of or disposition of the object(s) by the Callander Bay Heritage Museum as per its Statement of Purpose, policies, and professional standards. However, if the Curator/Director and the Committee of Council determine that the artefact is of utmost importance to the collection and the potential donor insists on certain conditions, the donation will be considered.
9. If, for whatever reason, objects which are important to the history of the Municipality of Callander and the Museum's Statement of Purpose and the artefact(s) cannot be collected, (i.e. large items which are impossible to move or store) the museum will endeavour to make a complete documented record of the material using printed, visual and audio media.

D/ Management of Artefacts & the Collection

A) Steps to process New Acquisitions into the Collection:

- i. Potential donors are persuaded to donate the artefact rather than to leave it on loan to the museum.
- ii. The Curator/Director is authorised to immediately decline a donation when: the article already exists in the collection, and when the article is not of historical significance or pertinent to the area.
- iii. When an artefact is donated to the Callander Bay Heritage Museum, the potential donor signs a 'Temporary Loan Agreement Form' and is informed that the decision will be made at the next meeting of the Collections Committee; (– this allows time to refuse the item in a diplomatic manner).
- iv. The artefact is housed temporarily in a separate area along with its form and any other accompanying documentation. (due to possible contaminants).
- v. The artefact is researched and assessed with respect to its significance to Callander's history and its inclusion into the permanent collection.
- vi. If it is deemed as not pertinent to the collection, it is returned to the owner and the form is signed as 'artefact returned' and the 'date of return' noted.
- vii. If the artefact is deemed pertinent to the collection by the Collections Committee, the artefact is assigned an accession number, and **tagged** (not permanently) with the accession number.
- viii. The official accession number is noted on the gift form sent to the owner/donor. The owner is required to sign the gift form, thus transferring ownership and responsibility to the Callander Bay Heritage Museum.
- ix. A thank you letter will accompany the forms that are sent to the donor.
- x. Upon receipt of the signed gift form, the artefact is marked with its accession number, (determined by the donor list) researched and catalogued.
- xi. Artefacts are numbered in the following fashion: Books or paper - the bottom right hand corner/side - on the back of the item. Three dimensional artifacts in an inconspicuous location trying to keep the above noted procedure in mind.
- xii. Upon being catalogued and marked, it is either put in storage (access to the storage areas will be restricted to the Curator/Director and the Cataloguing clerk) or placed on exhibit and its location is noted on its accession card, conditions report sheet and entered into the computer data base.
- xiii. Any artefact acquired by a purchase, exchange or any other transaction is processed into the collection following steps v, vi, vii & viii. If a gift form is not relevant, some form of transfer of ownership, e.g. Bill of sale, must accompany the artefact.

- xiv. The artefact is added to the donor list both alphabetically and numerically.
- xv. A tax receipt will be provided by the Municipality upon request from the donor.
- xvi. All artefacts must have signed gift form and be part of the collection before an appraisal is contemplated. The Callander Bay Heritage Museum will pay for the appraisal through the budgeted yearly account.

E/ Operational Management of Artefacts

- Artefacts are stored according to current professional standards i.e. Ministry of Culture Guidelines.
- Records are maintained and updated according to current professional standards and staff resources
- Artefacts will be inspected every odd year in order to maintain control of possible damages i.e. mites, rusting, drying out.
- Artefacts are researched, interpreted and exhibited according to current professional standards and staff resources.
- A comprehensive inventory is maintained in order to ensure current information about the collection for management and insurance purposes.
- In the event of accidental loss, theft, damage or destruction, the Committee Chairperson is notified and a written report is submitted to the Committee.

F/ Loans

- All incoming and out-going loans for exhibition or research purposes are listed on loan agreement forms, signed for by a professional staff member; date of arrival/departure and date of return are noted on the form.
- All in-coming material will be insured through the Municipality of Callander's Insurance Company for the Callander Bay Heritage Museum.
- The Callander Bay Heritage Museum is responsible for all in-coming material, which is handled and managed according to the Callander Bay Heritage Museum's professional procedures and standards.
- The Callander Bay Heritage Museum shall request proof of insurance for all out-going material.
- The loanee institution is responsible for the on-loan material, guaranteeing the handling, safety, exhibit and return according to professional standards.

G/ Legal Framework

The Callander Bay Heritage Museum (CBHM) will conform fully to international, regional, national, or local legislation and treaty obligations. In addition, the governing body will comply with any legally binding trusts or conditions relating to any aspect of the museum, its collections and operations.

National and Local Legislation.

The CBHM will conform to all national and local laws and respect the legislation of other conditions as they affect our operation.

International Legislation

The CBHM's policy acknowledges the following international legislation which is taken as a standard in interpreting the International Council of Museums (ICOM) Code of Ethics:

- **Convention for the Protection of Cultural Property in the Event of Armed Conflict - 1954**

http://portal.unesco.org/culture/en/ev.php-URL_ID=35744&URL_DO=DO_TOPIC&URL_SECTION=201.html

- **Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970**

http://portal.unesco.org/en/ev.php-URL_ID=13039&URL_DO=DO_TOPIC&URL_SECTION=201.html

- **The 1995 UNIDROIT Convention on Stolen or Illegally Exported Cultural Objects**

<http://www.unidroit.org/english/conventions/1995culturalproperty/1995culturalproperty-overview-e.pdf>

- **Convention on the protection of the underwater cultural heritage**

<http://unesdoc.unesco.org/images/0012/001260/126065e.pdf>

- **Convention for the Safeguarding of the Intangible Cultural Heritage 2003**

http://portal.unesco.org/en/ev.php-URL_ID=17716&URL_DO=DO_TOPIC&URL_SECTION=201.html

H/ De-accessioning

De-accessioning refers to the permanent removal of one or more artefacts from the permanent collection. In order to maintain a growing and relevant collection in accordance with the Statement of Purpose and current professional standards, occasionally it is necessary to de-accession an artefact or artefacts.

The Callander Bay Heritage Museum will do its utmost to ensure the de-accessioned material remain in *public trust and is retained in Canada*.

1. Procedure

The decision to de-accession an artefact from the permanent collection occurs according to the following procedures:

- i. The artefact is assessed on its physical condition.
- ii. Its record and documentation are studied.
- iii. The collection is reviewed to determine whether the artefact is unique, original, a duplicate, representative of the Municipality of Callander's history, etc., i.e., its status within the collection is determined.
- iv. The Curator/Director consults with the Committee of Council who jointly makes the decision at a regular Board meeting.
- v. The Callander Bay Heritage Museum's Committee of Council must approve any and all de-accession from the permanent collection.

In order to de-accession material from the permanent collection, the Callander Bay Heritage Museum adheres to the following standards:

- i. The Callander Bay Heritage Museum does not acquire any artefact with the intention of eventual de-accession.
- ii. **Criteria for de-accessioning an artefact are:**
 - minimal value or significance to the collection and/or to the Municipality of Callander's history
 - poor quality, poor condition
 - duplication
 - lack of documentation verifying authenticity and/or origins and/or chronological history, and/or owner and/or donors(s)
 - expense of conservation;
 - the possibility/act of upgrading the collection by means of exchange or other transaction.
- iii. The Callander Bay Heritage Museum will de-accession an artefact(s) for the purpose of repatriation, when it is legally proven that another body, organisation, people, and/or government has the legal and ethical right to said artefact(s).

2) Method of Disposal of a De-accessioned Artefact:

- i. First and foremost the owner or descendants (in-so-much as possible) are contacted and offered the artefact.
- ii. The catalogue number and any other museum related markings are removed from the de-accessioned object.
- iii. The artefacts' records (paper file and computer) are changed to the status of "de-accessioned".
- iv. The date of the de-accession is to be recorded (i.e. date of Committee of Council meeting at which the Committee approved its de-accession)
- v. The artefact whereabouts is recorded (e.g. returned to owner, auction, exchange, or another institution).

- vi. The object/artefact may be offered to a non-profit educational/cultural institution, as a gift or for exchange purposes.
- vii. The artefact may be sent for disposal through a legitimate public auction. If this means of disposal is chosen, no Callander Bay Heritage Museum's staff nor Committee of Council member nor volunteer will know which auction is involved or the date of the auction. Any monies earned by the sale of the de-accessioned artefact(s) at the auction will be sent to The Callander Bay Heritage Museum after the auction.
- viii. The artefact may be given for disposal through a dealer either for money or in exchange for an artefact that is significant for the permanent collection.
- ix. *Physical Destruction:* In some cases, if the de-accessioned artefact is in extremely poor condition and has no documentation related to its authenticity, origin or history, the Callander Bay Heritage Museum may decide to physically destroy the artefact. The Committee of Council and Curator/Director must ensure it is of no monetary value nor historical significance, nor importance to another institution. In such cases the following steps are taken;
 - a) Catalogue number and all museum markings are removed
 - b) The artefact is broken into small pieces, in the presence of witnesses.
 - c) Its museum record notes date of destruction.
 - d) It is wrapped in a garbage bag and deposited at the Municipality's disposal site, in the presence of witnesses.

I/ ETHICS OF DE-ACCESSIONING ARTEFACTS:

Legal or Other Powers of Disposal

Where the museum has legal powers permitting disposals, or has acquired objects subject to conditions of disposal, the legal or other requirements and procedures must be complied with fully. Where the original acquisition was subject to mandatory or other restrictions these conditions must be observed, unless it can be shown clearly that adherence to such restrictions is impossible or substantially detrimental to the institution and, if appropriate, relief may be sought through legal procedures.

i. De-accessioning from the CBHM's Collections

The removal of an object or specimen from the CBHM's collection must only be undertaken with a full understanding of the significance of the item, its character (whether renewable or non-renewable), legal standing, and any loss of public trust that might result from such action.

Responsibility for De-accessioning

- ii. The decision to de-accession should be the responsibility of the governing body acting in conjunction with the CBHM's Curator of the concerned collection.

Disposal of Objects Removed from the Collections

(See H/ of this document for the procedure if de-accessioning of artefacts)

Complete records must be kept of all de-accessioning decisions, the objects involved, and the disposition of the object.

Income from Disposal of Collections

The CBHM's collections are held in public trust and may not be treated as a realizable asset. Money or compensation received from the de-accessioning and disposal of objects and specimens from a museum collection should be used solely for the benefit of the collection and usually for acquisitions to that same collection. .

Purchase of De-accessioned Collections

The CBHM's personnel, governing body, or their families or close associates, shall not be permitted to purchase objects that have been de-accessioned from a collection for which they are responsible.

Collection Management Policy Review & Approval

The Collection Management Policy is reviewed on a regular basis, or any time that changes are deemed necessary. The Curator/Director will conduct the review and submit it to the Committee of Council

Approved by the Callander Bay Heritage Museum's Board of Directors: 2004

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Revised: 2013

Mike Purcell, Economic Development, Planning Manager

Carol Pretty, Curator