



# City of Lloydminster

# Policy

<b>Policy Title:</b>	Museum Collections Management Policy	<b>Policy Number:</b>	761-01
<b>Date of Adoption:</b>	December 17, 2018	<b>Motion Number:</b>	367-2018
<b>Date of Amendment:</b>	July 18, 2022	<b>Motion Number:</b>	287-2022
<b>Sponsoring Department:</b>	Recreation and Cultural Services		

## 1. Purpose:

1.1. To provide standards and guidelines for the Collections Management at the Museum.

## 2. Objective:

2.1. To comply with professional standards and ethical guidelines as dictated by the Canadian Museums Association, the Museums Association of Saskatchewan and the Alberta Museums Association.

2.2. To fulfill public trust responsibilities through collecting, documenting, and preserving the collection.

## 3. Definitions:

Accession Register	A sequential record that lists every object in the museum's collections. Entries are made in chronological order as they are accepted by the museum.
Administration	An employee, contract employee or volunteer of the City of Lloydminster.
Archives Collection	Historical documents, images, photographs, and audio/visual recordings.
Artifact	An object of cultural and historical significance that is part of the Museum's Heritage Collection.
City	The corporation of the City of Lloydminster.
Collections Coordinator	A member of Administration responsible for the coordination of the Heritage Collection.
Collections Management	Refers to the acquisition, storage, preservation, and deaccession of a museum's collection.
Cultural Property	An object of outstanding significance to a specific culture and/or an object that symbolizes cultural identity. These objects are certified by the Canadian Cultural Property Export Review Board.
Documentation	Includes transfer of ownership, temporary custody agreements, loan agreements,

	deaccession forms, and condition reports.
Heritage Collection	A permanent collection of artifacts that are collected for display or research purposes only. This collection is not handled by the public.
Heritage Designation	A designation provided by the Government of Canada or the Alberta or Saskatchewan provincial government.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Museum	The Lloydminster Museum + Archives and Weaver Heritage Park.
Preventive Conservation	Measures designed to retard the deterioration of objects and specimens, or to protect them from potential damage. Prevention focuses primarily on monitoring for pests and controlling the environment that surrounds the objects in storage and exhibition areas. This does not include invasive procedures.
Program Collection	Collection of artifacts procured with the intent to be used for hands-on activities and demonstrations.
Treatment Conservation	Measures designed to halt or reverse the effects of the damage or deterioration sustained by a Museum object. These measures involve some degree of intervention and should be undertaken only by appropriately trained conservators.

#### **4. Scope:**

4.1. This policy applies to all members of Administration who are responsible for Collections Management at the Museum.

#### **5. Collections Mandate:**

5.1. The Museum is particularly interested in acquiring items that highlight the following:

5.1.1. The settlement history of Lloydminster, beginning with the Barr Colonists in 1903;

5.1.2. The evolution of the agricultural industry in Lloydminster;

5.1.3. The discovery of oil and gas and the development of the oil and gas industry in Lloydminster;

5.1.4. Uniqueness of life in the City of Lloydminster.

5.1.5. The experiences of cultural minorities (i.e. ethnic, LGBTQ+, persons with disabilities, etc.) within the City of Lloydminster and surrounding areas.

5.1.6. The authentic First Nations and Métis history in the region in collaboration with First Nation and Métis communities, elders, and knowledge keepers in support of the Truth and Reconciliation Calls to Action.

- i. In addition to the above considerations, acquisition and deaccession of objects will be made in light of sensitivity concerning the evolving nature of the relationship between First Nations and museums.

## **6. Collections:**

6.1. The Museum may have the following collections:

6.1.1. A permanent collection consisting of objects donated to the Museum with clear legal ownership. The permanent collections include the Heritage Collection and Archival Collection.

6.1.2. A Program Collection which may be handled by Administration and the public and shall consist of objects utilized for educational programs.

6.1.3. Props which shall consist of objects utilized in programs, exhibitions, or as spare parts and heritage house decorations that are not part of the collections.

## **7. Documentation and Classification:**

7.1. The revised "Nomenclature for Museum Cataloguing" shall be used for human history objects.

7.2. Natural history objects shall be categorized based on the appropriate taxonomic system.

7.3. Entry and exit Documentation are required to document the movement of objects in and out of the Museum.

7.4. Documentation shall be completed on all objects which shall include but is not limited to:

7.4.1. Temporary custody agreement;

7.4.2. Condition report; and

7.4.3. Transfer of ownership.

7.5. New acquisitions shall be documented in the Accession Register.

7.6. Props shall be clearly labelled as props.

7.7. A copy of all donor records will be uploaded to the Museum's collections

database.

## **8. Acquisitions:**

- 8.1. The Museum shall only acquire objects through gifts, bequests, transfer from other institutions, or purchases.
- 8.2. The Museum shall not accept certified Cultural Property.
- 8.3. Acquisitions shall only be conducted by the Manager of the Museum or designate.
- 8.4. All Acquisitions shall have supported Documentation in accordance with section 7.4 above.
- 8.5. Administration shall consider the following when acquiring an object for a collection:
  - 8.5.1. Relation to the Museum's collections mandate and acquisition priorities;
  - 8.5.2. Historical significance;
  - 8.5.3. Provenance;
  - 8.5.4. Physical condition;
  - 8.5.5. Cultural sensitivity;
  - 8.5.6. Duplicates;
  - 8.5.7. Opportunities for use;
  - 8.5.8. If the object fills a clear and definable gap in the collection;
  - 8.5.9. If the object was obtained legally and ethically;
  - 8.5.10. Documentation that supports the ownership's, authenticity, study, and use of the object;
  - 8.5.11. Can the facility provide adequate care, storage, documentation, and access to the object;
  - 8.5.12. Health and safety;
  - 8.5.13. Absence of restrictions;
  - 8.5.14. Compliance with all applicable legislation and regulations; and
  - 8.5.15. Copyright and moral rights.

- 8.6. Objects that do not meet the criteria listed in section 8.4 above shall only be accepted with the approval of the Manager of the Museum or designate.
- 8.7. Objects that are donated for the Program Collection shall identify the Program Collection on the transfer of ownership.
- 8.8. Tax receipts shall be given in accordance with the Canada Revenue Agency Guidelines.
  - 8.8.1. All tax receipts shall reflect fair market value and shall only be issued after the object is acquired.

**9. Appraisals, Conservation and Restoration:**

- 9.1. Members of Administration designated by the Manager of the Museum may provide appraisals for items that are valued \$1,000 or less.
- 9.2. Appraisals over \$1,000 shall be performed by a third party.
- 9.3. Costs associated with appraisals shall be the responsibility of the donor.
- 9.4. Members of Administration shall not offer or conduct external appraisals and shall not recommend specific appraisers.
- 9.5. Preventive Conservation shall be utilized to control the exhibition and storage areas environment.
- 9.6. Treatment Conservation shall not be conducted by Administration.
- 9.7. Renovation shall only be completed on objects that are deemed to have a low historical value.
- 9.8. Restoration shall only be completed by a trained conservator.
- 9.9. Historic structures may undergo renovation efforts.
- 9.10. Notwithstanding section 9.9 above, historic structures that have received Heritage Designation shall only be restored by a trained conservator.

**10. Storage and Inventory:**

- 10.1. Objects shall be stored in proper storage conditions, with appropriate Documentation.
- 10.2. Storage areas shall be monitored for lighting, temperature, humidity and pest control.
- 10.3. After completion of an initial inventory, rotating inventories shall be conducted on a yearly basis.
- 10.4. Routine inspections shall be conducted as dictated by the Collections

Coordinator.

## **11. Use and Access**

- 11.1. Public access to the collections may be provided through permanent exhibitions, temporary exhibitions, education programs, special events, tours, research files, online records, and discussion with Administration.
- 11.2. Some information about objects may be withheld by Administration, subject to *Local Authority Freedom of Information and Protection of Privacy* legislation.
- 11.3. Only members of Administration that have been delegated by the Manager of the Museum or designate may deal directly with the objects within the collections they have been assigned.
- 11.4. All members of Administration not delegated by the Manager of the Museum, shall be properly trained and supervised while handling any objects.
- 11.5. The public may be granted physical or intellectual access to the collection on a case-by-case basis. Factors that may limit access include, but are not limited to:
  - 11.5.1. The object's physical condition;
  - 11.5.2. Risk to the object;
  - 11.5.3. Object's location;
  - 11.5.4. Health and safety risks;
  - 11.5.5. Copyrights;
  - 11.5.6. Artist's rights;
  - 11.5.7. Intended use;
  - 11.5.8. Human and financial resources; and
  - 11.5.9. *Local Authority Freedom of Information and Protection of Privacy*.
- 11.6. Access granted in accordance with section 11.5 above shall have a written agreement before access is granted and The Museum shall receive credit for any work produced.

## **12. Loans:**

- 12.1. Objects shall only be loaned to and/or from other public institutions for a maximum period of one (1) year.
- 12.2. Loaned objects shall be subject to the same treatment as objects in the

permanent collection and loan details shall be documented.

- 12.3. Notwithstanding section 12.1 above, the Manager of the Museum or designate may accept personal loans for a specified period.
- 12.4. Permanent or indefinite loans shall not be accepted.
- 12.5. Loans that are not picked up within thirty (30) days following the expiration of the loan agreement shall be subject to a storage fee.
- 12.6. The Museum shall make every reasonable effort to reconcile expired loans.
- 12.7. Expired loans that cannot be reconciled may be accessioned into the collection or deaccessioned.

### **13. Deaccessioning**

- 13.1. Deaccessioning an object shall only take place when the minimum standards of care cannot be met by the Museum or if the object:
  - 13.1.1. constitutes a physical hazard or health risk to Administration, the public, other objects or the building;
  - 13.1.2. does not fall within a collection and does not meet acquisition criteria;
  - 13.1.3. has deteriorated or is damaged to a point where it no longer serves a meaningful purpose and cannot be reasonably restored;
  - 13.1.4. is a duplicate;
  - 13.1.5. is over-representative of a type in the collection;
  - 13.1.6. was obtained illegally or unethically or is fraudulent; or
  - 13.1.7. is found to be a fake, forgery, or copy with no definable purpose.
- 13.2. Objects may be deaccessioned from the permanent collection to the Program Collection with approval from the Manager of the Museum or designate, if the object meets the following criteria:
  - 13.2.1. Fulfills a program need;
  - 13.2.2. Demonstrated as expendable;
  - 13.2.3. Safe for public use;
  - 13.2.4. Legal to use; and
  - 13.2.5. Legal title is held by The Museum.

- 13.3. Objects shall not be deaccessioned at the request of the original donor, seller, or owner.
- 13.4. Objects may be removed from the collection for repatriation. Repatriation requests shall be assessed on a case-by-case basis.
- 13.5. The following conditions shall be met when deaccessioning is initiated:
  - 13.5.1. The Museum has clear title and ownership of the object;
  - 13.5.2. The Museum can clearly demonstrate it has made every reasonable effort to determine ownership;
  - 13.5.3. There are no legal restrictions;
  - 13.5.4. The Museum has made every reasonable effort to research the object.
- 13.6. Deaccessions shall be properly documented in accordance with the highest professional standards and ethical guidelines.
- 13.7. Objects shall not be deaccessioned from the collection if its accession date is less than two (2) years previous.
- 13.8. Notification to the donor shall not be required, however it may be provided as a courtesy.
- 13.9. Donated objects shall not be returned to the Donor.
- 13.10. Disposition methods shall include:
  - 13.10.1. Transfer or gift to another public institution;
  - 13.10.2. Internal transfer to another collection;
  - 13.10.3. Internal transfer to another City Department;
  - 13.10.4. Exchange with another public institution;
  - 13.10.5. Sale through public auction, where proceeds shall be used towards the maintenance of the collection; and
  - 13.10.6. Destruction.
- 13.11. Notwithstanding section 13.11 above, firearms shall only be deaccessioned and disposed of by:
  - 13.11.1. Transfer of firearm and firearm license to another public institution;  
or
  - 13.11.2. Transfer to the police for destruction.



13.12. Cultural objects shall only be deaccessioned and disposed of after a twenty-five (25) year period.

13.13. Indigenous and/or Métis sacred or sensitive objects shall not be offered to other public institutions and the objects shall be returned to the appropriate First Nation or Métis community.

13.14. Objects that are deemed to have outstanding significance and national importance may be designated Cultural Property by the Canadian Cultural Property Export Review Board.

#### **14. Penalty:**

14.1. Any member of Administration found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a verbal warning to dismissal with cause.

14.2. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

#### **15. Responsibility:**

15.1. City Council shall review and approve all policies.

15.2. City Administration shall administer the policy through the use of a supporting procedure.

15.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.