



Peterborough
Museum & Archives

Peterborough Museum & Archives

POLICY AND PROCEDURES MANUAL 2009



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Section 1: **CONTEXT**

Statement of Purpose - City Council December 15, 1986:

The Corporation of the City of Peterborough is committed to providing a high quality of life for its residents by developing our resources, maintaining our public facilities, providing the highest level of municipal services possible to all citizens within the financial limitations imposed by City Council and serving all our citizens equitably.

The Corporation is dedicated to providing quality services in all areas of the city for all its citizens regardless of race, religion, age, mental or physical condition. In the City of Peterborough, the knowledge and skill of its staff is combined with the technology necessary to achieve this purpose.

Statement of Purpose - Administration of the Corporation:

The elected representatives of the citizens of Peterborough, City Council, are responsible for developing policy directives for the orderly, physical, social, cultural, and economic development of the city and carrying out the business affairs of the Corporation. The Administration is to ensure effective interpretation and implementation of City Council's policies through a variety of professional, managerial, and administrative support activities and to carry out the business affairs of the Corporation.

Goals of Administration:

To assist City Council to develop policy.

To provide for cooperation between City Council and staff to ensure the efficient operation of the Corporation.

To serve the residents of the City of Peterborough to enhance the quality of life and personal well-being of all citizens.

To provide support to staff to assist them to develop their potential, to encourage them to accept the responsibility and to use initiative, with recognition of attendant risk.

To recognize the importance of human resources.

To efficiently and effectively administer and coordinate their respective departments to implement City Council's Policies and directions.

Section 2: GOVERNANCE POLICIES

THE CORPORATION OF THE CITY OF PETERBOROUGH

BY-LAW NUMBER 05-042

A BY-LAW TO ESTABLISH A MUSEUM AND ARCHIVES ADVISORY COMMITTEE

WHEREAS the City of Peterborough owns and operates the Peterborough Museum & Archives;

AND WHEREAS it is desirable and in the public interest that an Advisory Committee be appointed to advise Council in respect of the management and regulation of the Museum & Archives;

AND WHEREAS this responsibility currently rests with the Culture & Heritage Board and it is desirable to provide a new governance framework to meet the specific needs of a growing institution;

NOW THEREFORE THE CORPORATION OF THE CITY OF PETERBOROUGH BY THE COUNCIL THEREOF ENACTS AS FOLLOWS:

- **ESTABLISHMENT OF COMMITTEE**

An advisory committee, to be called the Museum & Archives Advisory Committee (hereinafter called the "Advisory Committee"), is hereby established to advise Council and the Arts, Culture & Heritage Division (hereinafter called the "Division") in respect of the management and regulation of the Peterborough Museum & Archives.

- 2. **PURPOSE OF THE ADVISORY COMMITTEE**

- The Advisory Committee shall advise and support the role and responsibilities of the Arts, Culture & Heritage Division as it relates to the Peterborough Museum & Archives (hereinafter referred to as the "Museum & Archives").



2.2 The role and responsibilities of the Division are as follows:

- (a) manage and operate the Museum & Archives as the municipality's corporate archives and community museum;
- (b) develop a comprehensive and efficient museum and archival service that reflects the community's unique needs;
- (c) encourage and support the Museum & Archives to meet or exceed recognized professional standards and ethical behaviour in all operational areas, including: administration, research and dissemination of information, collection acquisition, development and management, conservation/preservation, exhibition, education and programs, and visitor services;
- (d) ensure that the Museum & Archives has adequate financial resources by directing the preparation, submission, monitoring and evaluation of annual operating, capital and special project budgets; and by directing and/or supporting revenue-generating efforts on the Museum & Archives' behalf;

• The Advisory Committee shall:

- (a) advise City Council, Senior Municipal Administration, the Division and the Arts, Culture & Heritage Advisory Committee by identifying and responding to issues, concerns and government policies that may affect the Museum & Archives;
- (b) assist with the governance of the Museum & Archives by establishing and monitoring governance, framework (Mission/Statement of Purpose, Values and Beliefs Statements), and operational policies; and by directing the development and implementation of strategic/long-term and annual work plans;
- (c) assist with the selection of a Museum Director, as the senior staff person to generally supervise and direct the operations of the Museum & Archives;
- (d) liaise with the community including individuals, groups, and organizations to get input and encourage support for the Museum & Archives;

- (e) promote the activities and programs of the Museum & Archives;
 - (f) and otherwise support the activities of the City's Arts, Culture & Heritage Division.
- 2.4 The Advisory Committee shall encourage the Museum & Archives to provide programs and services that are affordable, accessible, and inclusive.
- 2.5 The Advisory Committee shall ensure that the Museum & Archives' activities promote the advancement of education or other purposes of a charitable nature beneficial to the community as a whole.
- The Advisory Committee shall require its members to exercise Duty of Loyalty and Duty of Care by identifying and/or avoiding potential conflicts of pecuniary interest in compliance with the Municipal Act; by taking responsible action in good faith and in the best interests of the Museum & Archives; and otherwise acting in an ethical manner.

3. ARTS, CULTURE & HERITAGE ADVISORY COMMITTEE

- A member of the Advisory Committee shall be appointed to represent the Museum & Archives on the Arts, Culture & Heritage Advisory Committee.
- 3.2 The Museum & Archives will remain an integral component of the City's Arts, Culture & Heritage Division; and serve as a resource to the Division, especially on heritage matters.

4. MEMBERSHIP

- 4.1 The Museum & Archives Advisory Committee shall be composed of nine (9) members representative of the community served, duly appointed by the Council for the Corporation of the City of Peterborough (hereinafter referred to as "Council") including:
- (a) one (1) Member of Council;
 - (b) five (5) Members at Large; and
 - one (1) representative of each of the following organizations: the Peterborough Historical Society, Trent University and Sir Sandford Fleming College.



- 4.2 In selecting its appointments to the Advisory Committee, Council shall consider:
- (a) the candidate's potential to contribute to the on-going development and support of the Museum & Archives, and of local heritage in general;
 - (b) Advisory Committee member responsibilities, duties, and skill sets as outlined in the Member job descriptions;
 - (c) the specific needs of special projects and operational priorities as identified by the out-going Advisory Committee;
 - (d) maintaining a balance of sex and age on the Advisory Committee;
 - (e) the cultural diversity of the community.

5. TERM OF OFFICE

- 5.1 Where a member of Council is appointed to the Advisory Committee, such appointment shall be for the term of the Council member.
- 5.2 The appointed members of the Advisory Committee shall hold office for three years, concurrent with the term of Council, starting from the first day in December in the year they are appointed, but every member shall continue in office until his or her successor is appointed.
- Any appointed member of the Advisory Committee whose term of office has expired shall be eligible for reappointment.
- 5.4 The Advisory Committee shall declare a Member's seat vacant and shall provide notice thereof to Council through the City Clerk, if an Advisory Committee member,
- (a) is convicted of an indictable offence;
 - (b) becomes incapacitated;
 - (c) is absent from Advisory Committee meetings for three (3) consecutive meetings, without leave of absence from the Advisory Committee or without reasons satisfactory to the Advisory Committee.

5.5 Council shall, as often as the office of a member of the Advisory Committee becomes vacant, appoint a successor thereto, who shall hold the office for the unexpired portion of the term of the former member.

6. REMUNERATION

6.1 Members of the Advisory Committee shall serve without remuneration.

6.2 Members may be reimbursed for direct and appropriate expenses incurred in the fulfillment of their Advisory Committee responsibilities.

7. OFFICERS

- At its first meeting in a new term, the Advisory Committee shall elect from their number a Chair who shall hold office at the pleasure of the committee for a one year term and is eligible for re-election.

7.2 The Chair shall:

- (a) Plan, direct and evaluate all Advisory Committee meetings;
- Act as the Advisory Committee's spokesperson for matters relating to policy, governance and advocacy;
- (c) Serve as signing officer for Advisory Committee minutes, official document and grant applications as required;
- (d) Sit as "Ex Officio" member on "ad Hoc" and standing Committees as required;
- (e) Maintain regular liaison with the Museum Director;
- (f) Fulfil other duties and responsibilities as outlined in the job description.

7.3 The Advisory Committee shall also elect from their number a Vice-Chair who shall have all the powers and duties of the Chair when the Chair is absent or unable to act, and who shall hold office for a one year term and is eligible for re-election.

7.4 The Division/Museum & Archives shall provide a paid staff person as secretary to the Committee, who shall:

- conduct the Committee's official correspondence;
 - keep minutes of every meeting of the Committee;
- (c) provide access to any records, books, accounts or documents in their possession or control for inspection by any person during business hours unless the information requested is of an intimate financial or personal nature, or identifies an individual user of Museum & Archives services by name or makes him or her readily identifiable by other means.

8. ADVISORY COMMITTEE MEETINGS

- 8.1 The Advisory Committee shall hold regular meetings, at such time and place as determined by the Advisory Committee, at least once monthly from January to June and September to November, and at such other times as it considers necessary.
- 8.2 The Chair and any two members may summon a special meeting of the Advisory Committee giving reasonable notice to each member, specifying the purpose for which the meeting is called.
- 8.3 The presence of a majority of the Advisory Committee (five) constitutes a quorum. Where a quorum is not present, the Advisory Committee may by motion elect to move into Executive Committee and conduct the meeting without ratification of motions. At the next regular meeting, an omnibus motion shall be passed approving all decisions made by the members present.
- 8.4 The official meetings of the Advisory Committee shall be open to the public. A meeting or part of a meeting may be closed to the public if the subject matter being considered is,
- the security of the property of the municipality or local board;
 - personal matters about an identifiable individual including municipal or local board employees;
 - a proposed or pending acquisition or disposition of land by the municipality or local board;
 - labour relations or employee negotiations;

- litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board;
 - advice that is subject to solicitor-client privilege including communications necessary for that purpose;
 - a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.
- The Chair may exclude any person from the meeting for improper conduct.
- 8.6 All directions and decisions of the Advisory Committee shall be the result of motions duly made, seconded, and voted upon by the Advisory Committee in accordance with Robert's Rules.
- 8.7 The Chair or Acting Chair shall vote upon all questions. Any question on which there is an equality of votes shall be deemed to have been decided in the negative.
- 8.8 A member may exercise his or her right to abstain from a vote. Such an abstention will not be considered a vote either for or against the motion.
- 8.9 The Agenda for meetings shall be prepared by the Museum Director in consultation with the Advisory Committee Chair and should be distributed no less than five days before the meeting.
- Advisory Committee members wishing to raise an item of business at the Advisory Committee meeting shall notify the Chair or Museum Director prior to the meeting in order for that item to appear on the agenda.

9. COMMITTEES

- 9.1 The Advisory Committee may establish at its discretion Standing and Ad Hoc Committees on any matters considered by the Advisory Committee to require particular study.
- 9.2 The Advisory Committee shall appoint at least one Member to each committee.

- The Chair of any such Committee shall be a Member of the Advisory Committee.

10. MUSEUM DIRECTOR

- 10.1 There shall be a Museum Director (hereinafter referred to as the "Director") who will be responsible for the day-to-day operation and management of the Museum & Archives.
- 10.2 The Director's working relationships shall be as follows:
- (a) The Director shall report to the Director of Community Services.
 - (b) The Director shall consult with the Advisory Committee Chair on matters relating to the Advisory Committee or its activities.
 - (c) The Director shall be responsible for the implementation of policy as determined by resolution of the Advisory Committee and shall bring matters of policy regularly to the Advisory Committee for its consideration.
 - (d) The Director shall be authorized to issue tax receipts on behalf of the Corporation of the City of Peterborough for donations of artifacts, specimens, documents and other archival records, and cash.
 - (e) Decisions of the Advisory Committee shall be communicated to the Director only by resolution of the Advisory Committee duly recorded in the minutes.

11. DISSOLUTION

- 11.1 If the Corporation of the City of Peterborough decides to divest itself of ownership of the Museum & Archives Collections, it shall distribute or dispose of said collections to one or more local charitable organizations, such as the Peterborough Historical Society.

12. AMENDMENTS

- 12.1 The Advisory Committee shall review this by-law annually, and may propose amendments for the consideration of Council.



13. By-laws Numbers 1966-45, 1980-34, 1984-130, 95-10 are hereby repealed.

By-law read a first and second time this 21st day of March, 2005

By-law read a third time and finally passed this 21st day of March, 2005

(Sgd.) Sylvia Sutherland, Mayor

(Sgd.) Nancy Wright-Laking, City Clerk

EXECUTIVE COMMITTEE

- REFERENCES:** Minutes, Board of Museum Management, February 1981
- AUTHORITY:** Corporation of the City of Peterborough By-law Number 1966-45, 1980-34, Paragraph 6(j) authorizes the establishment of advisory committees. This committee was first established May 1976 by the Advisory Committee.
- INTENT:** To deal with urgent matters of policy direction where it is not feasible to assemble the full Advisory Committee or a quorum.
- DETAIL:** Each policy directive must be placed before the full Advisory Committee at the next regular meeting for ratification. Members are designated to be the Chairman, Vice Chairman, the Committee Secretary and one member at large chosen at the call of the meeting.

POLICY DEVELOPMENT

1. Authority :

Appointed by the Council for the Corporation of the City of Peterborough, the Museum & Archives Advisory Committee is responsible for the establishment, maintenance, and regular evaluation of all governance, and operational policies required to provide guidance and direction for the successful administration and operation of the Peterborough Museum & Archives.

2. Compliance:

The Museum & Archives Advisory Committee shall ensure that all policies comply with the By-laws, Policies and Procedures of the Municipality and those of any other higher authority.

3. Policy Development:

The Museum & Archives Advisory Committee shall encourage the initiation and development of new policies as required to reflect changing organizational needs and priorities and/or government legislation.

4. Policy Establishment:

After due consideration, the Museum & Archives Advisory Committee shall establish clearly defined, written, and dated policy statements in a consistent format to ensure stability, continuity, and accountability.

5. Procedures Establishment:

The Museum & Archives Advisory Committee shall assign the development of procedures to senior management and/or committees.

6. Policy Implementation:

The Museum & Archives Advisory Committee shall assign responsibility of policy implementation to the Museum Director and/or the appropriate committee and shall continue to monitor its progress.

7. Policy Evaluation:

The Museum & Archives Advisory Committee shall regularly review all policies and revise or delete as required to reflect changing organizational needs or priorities and/or government legislation.

8. Policy Manual:

The Museum & Archives Advisory Committee shall maintain a current Advisory Committee Policy Manual and supply a copy to all Advisory Committee members and City officials as required.

Approved: Moved by J. Connolly, seconded by A. Locatelli, carried, May 17, 1990.

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 Gayle McIntyre, seconded by Audrey Armstrong, carried, January 8, 2009

BOARD LEXICON

1. A **Recommendation** is **Approved** or **Not Approved** (with amendments if appropriate).
2. (a) A **Motion** is **Carried** or **Defeated**.
(b) An **Amendment** to a Motion is **Carried** or **Defeated**.
(c) An amended motion is referred to as such, or **The Motion as amended...**
3. A **Report**, letter, minutes of a committee, etc. may be **Received**, i.e. officially recognized (and made part of the minutes), or, if the item is **Received and Filed**, the item is to be included in the Association's files.

It does not imply Approval, Disapproval, or Ratification.

4. (a) Any matter (including a recommendation or motion) may be **Tabled**, i.e. "parked" with or without a date when it is to be considered again.

(b) A matter which has been tabled without a date is brought forward by a **Motion "to lift the matter from the table."**
5. (a) A matter (including a recommendation) may be **Referred** to staff or to a Committee for any reason, but usually to consider new information, apparent or anticipated.
(b) A matter which is **Referred** usually includes a requirement to **Report** (with or without a date) to the appropriate Committee or Board.
6. The term **Adopt** is used with reference to an **Agenda**, or to some other procedural matter. It should **not** be used to indicate **Approval** of a draft policy or proposed action.
7. The term **Ratify** is to be used to confirm an action or actions taken by staff or a committee (usually applies to the Executive Committee).
8. The term **Review** means to consider any matter and take whatever action may be required, including approval of Executive Action if authorized.
9. (a) Committees (other than the Executive Committee) do not have automatic authority to take action (but such authority may be granted by the Museum & Archives Advisory Committee).

(b) **Committees** are expected to make **Recommendations for the Approval of the Museum & Archives Advisory Committee.**

10. Chairmanship: The Chairperson of the Museum & Archives Advisory Committee and Committees of the Museum & Archives Advisory Committee shall be referred to as the "**Chair**".

SECTION 3 – OPERATIONAL POLICIES

ADVOCACY POLICY

1. Advocacy Role:

In accordance with its Mission Statement, the Peterborough Museum & Archives shall identify and respond to issues, concerns, and government policies which may affect it or the broader heritage community.

2. Relations With Other Organizations:

To be an effective advocate, the Peterborough Museum & Archives shall communicate, co-operate, and co-ordinate with other heritage organizations.

Procedure:

1.1 Identification:

(a) Advisory Committee members, committee members, staff, concerned individuals, and other heritage organizations are encouraged to bring advocacy issues to the attention of the Museum & Archives Advisory Committee (MAAC).

(b) Advisory Committee members, committee members, and staff are encouraged to monitor government legislation and maintain close liaison with appropriate government agencies.

1.2 Response:

(a) After discussion of Advocacy issues, the Museum & Archives Advisory Committee shall direct the Advisory Committee Chairman or the Museum Director to convey its response in person or in writing to the appropriate organization or government agency.

(b) The Museum & Archives Advisory Committee may convey its decision to the general public and to the museum membership.

(c) The Museum & Archives Advisory Committee shall advise government officials on the impact of current and proposed policies.

Approved: *Moved by L. Fine, seconded by R. Beal; carried*

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 Gayle McIntyre, seconded by Audrey Armstrong, carried. January 8, 2009*

ARCHIVES POLICY

1. Function:

The Peterborough Museum & Archives will operate the Archives as an integral component of the Peterborough Museum & Archives overall mandate.

2. Resources:

The Peterborough Museum & Archives will provide the human, financial, and physical resources necessary to operate the Archives in accordance with established professional archival standards.

3. Private Papers and Records:

The Archives will collect the private papers of individuals and families, the private records of companies, clubs and other local organizations.

4. Institutional Archives:

The Archives will be the official repository for all non-current institutional records of permanent value, generated by the Peterborough Museum & Archives.

5. Institutional Records Management:

The Archives will establish and maintain a Records Management program for all records created by museum staff in the routine performance of their duties.

6. Access:

The Archives will define and provide intellectual and physical access to its holdings by accessioning, processing, and conserving the collection in accordance with professional archival standards.

See also: Conservation, Deaccessioning, Education, Exhibition, and Research Policies.

Approved: Moved by R. Beal, seconded by J. Leal; carried, July 27, 1989

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 Gayle McIntyre, seconded by Audrey Armstrong, carried, January 8, 2009



COLLECTIONS POLICY

1. Resources:

In a commitment to excellence and in accordance with recognised museum standards, the Peterborough Museum and Archives will provide the human, financial and physical resources necessary to manage and maintain its collections. This policy will supersede all previous policies and practices at the Peterborough Museum & Archives.

2. General Collection:

The Peterborough Museum & Archives, in accordance with its Mission Statement, will develop, manage and preserve a collection of artifacts and archival material which reflects the natural and human story of Peterborough and area, from the earliest time to the present day.

3. Specialized Collections:

The Peterborough Museum & Archives will continue to collect, manage and preserve specialized collections of: nineteenth and early twentieth century textiles; military objects; aboriginal material; historical city records; and photographic holdings - all specific to Peterborough and area.

4. Parameters for Acceptance:

In accordance with the Mission statement, the Peterborough Museum & Archives will accept artifacts and archival material on the basis of historical significance, research, education and exhibition value, condition and duplication within the collection.

The Peterborough Museum & Archives shall not collect material that it cannot store or exhibit according to institutional policies. Nor shall the Peterborough Museum & Archives collect material where unreasonable conditions or restrictions apply, such as, conditional gifts and long-term loans, except as ratified by the Advisory Committee.

The Peterborough Museum & Archives will ensure that legal title can be conveyed in written form for all material collected, and that the authenticity, source and provenance of the object is fully documented and ethically acceptable (not stolen, illegally imported or exported, or illegally or unscientifically excavated or collected in the field). When objects are acquired from other organizations, the Peterborough Museum & Archives shall ensure that the disposal is in accordance with the policies of that organization.

The Peterborough Museum & Archives shall use a two-tiered system in object acquisition to distinguish between possible uses of the objects, for example, an object may be collected for the permanent collection or it may be collected for the Interpretive Education/Study Collection. Objects collected for the Interpretive Education/Study Collection will be processed, stored, and conserved in a manner distinct from that of the Permanent Collection, but in accordance with basic care and handling procedures. The Interpretive Education/Study Collection will use only those objects identified as expendable (duplicates/replicas/or easily replaced items).

5. Acquisitions Fund:

The Peterborough Museum & Archives will provide an annual acquisitions fund and a reserve capital account for the purchase of artifacts to add to or upgrade the museum & archive collections.

6. Collections and Acquisitions Committee:

The Advisory Committee will appoint a Museum and Archives Committee to review annually the collections management and conservation policies and to bring forward deaccessioning requests, based upon recommendations of the Archivist and/or Curator.

7. Collections Management:

The Peterborough Museum & Archives will provide physical and intellectual access to its collection by accessioning, processing, storing and conserving the collection in accordance with recognized museum and archival standards, such as, Rules for Archival Description, CHIN, Chenhall Nomenclature.

8. Deaccessioning:

The Peterborough Museum & Archives will deaccession artifacts and archival materials in accordance with recognized museum and archival standards, and as per criteria and guidelines stated in the Deaccessioning Policy.

9. Loans:

The Peterborough Museum & Archives may loan or borrow artifacts or archival material to and from other institutions or individuals for exhibition, research, and educational purposes as required and for a specified time period. Borrowing and lending institutions or individuals shall demonstrate suitability in terms of the following criteria: appropriate care and handling; security; exhibition standards; copyright; insurance; relevance to mandate.

10. Income Tax Receipts:

At the donor's request, the Peterborough Museum & Archives will issue income tax receipts for an object's Fair Market Value in compliance with the Income Tax Act.

The Donor may be required to assume the cost of the certified appraisal, and to provide a copy of the said appraisal.

As a "Category A" Institution, the Peterborough Museum & Archives may submit applications for Cultural Property certification, to the Cultural Property Review Board.

11. Appraisals:

The Peterborough Museum & Archives and/or Archivist may carry out, or have carried out, appraisals for internal insurance purposes only. Under no circumstances will Peterborough Museum & Archives employees carry out appraisals for Income Tax Receipt purposes.

Authority: Ontario Ministry of Culture Standards for Community Museums.
Canadian Museum Association: Ethics Guidelines.
Government of Canada. Income Tax Act.

Approved: Moved by J. Connolly and seconded by L. Fine; carried March 28, 1991
Revised: Moved by Livingston Clark, 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

COLLECTIONS MANAGEMENT POLICY

1. Intent

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

2. Resources

2.1 The Peterborough Museum & Archives shall provide the necessary resources - financial, physical and human - to properly maintain the collection records management systems.

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

2.3 The Peterborough Museum & Archives shall maintain a properly equipped space for the storage of the collections' records.

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

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

2.6 The Peterborough Museum & Archives shall collect and maintain a technical library for the collection record management systems.

3. Responsibilities

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

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

3.3 Other Staff. Under the close supervision of the Curator and/or Archivist, other Peterborough Museum & Archives staff (paid and unpaid) may help process the artifacts and archival material, as required.

4. Process

4.1 Temporary Receipt Form. Peterborough Museum & Archives staff will issue a temporary receipt as an acknowledgement that an artifact(s) and/or archival material(s) have been left at the Peterborough Museum & Archives as a possible donation(s).

The form must contain the donor information, a history and inventory of the material(s), dated and signed by the prospective donor and staff.

The Curator and/or Archivist will examine all potential donations. The Curator and/or Archivist may accept donations if they meet the criteria found 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. All legal, conservation and/or donor restrictions are also cited in the certificate of gift.

The certificate of gift states the date of donation, the donor information and the listing of the artifact(s) and/or archival material(s) and the associated catalogue numbers.

The Peterborough Museum & Archives will send out two copies of the certificate of gift, accompanied by a letter of acknowledgement of the donation, to the donor for his/her signature. One copy is for the donor's files, the second is to be returned to the Peterborough Museum & Archives.

4.3 Numbering System. The Peterborough Museum & Archives shall adhere to the standard recognized 3-part numbering systems for the museum and archival collections.

4.4 Documentation. The Peterborough Museum & Archives shall 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).

4.5a Cataloguing Worksheet. The Peterborough Museum & Archives Curator will complete the cataloguing worksheet (Data Entry Worksheet) as the central form of the catalogue process. The worksheet will contain the following information: object's name; catalogue number; donor information; date of the

donation; physical and historical description of the artifact; provenance; loan availability; and conservation needs.

4.5b Cataloguing Worksheet. 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, conservation needs, and so on. Detailed finding aids shall be completed for larger collections (fonds); descriptions shall adhere to RAD.

4.6 Research. The Curator and Archivist, when cataloguing artifacts and archival material, will research the provenance, age, method of construction, history and any other pertinent information.

4.7 Storage Location. The Peterborough Museum & Archives shall number all storage locations in the Collection Storage Areas. When an artifact is placed into a storage location, the number for that location shall be placed on the Catalogue Worksheet and entered onto the computer. The Curator and Archivist shall maintain an accession file containing all pertinent information on each acquisition.

4.8 Off-Site Storage. The Peterborough Museum & Archives shall maintain a back-up of its collection records, and store the back-up off-site for security purposes.

4.9 Processing Schedule. The entire cataloguing process, from the time of the acceptance until fully catalogued, shall be completed in a timely fashion.

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 (description, classification, indexing, and computerized data entry, storage).

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 pick up the object(s) and/or archival material. If at all possible, assessment will take place at initial meeting with prospective donor.

6.2 Method of Disposal. If, after 3 weeks the object(s) has not been retrieved by the donor, the Peterborough Museum & Archives shall 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 artifacts on loans 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 phone number, start and end dates for the loan, and a listing of the artifacts, including their condition and value. Two copies of the form will be filled out - one for the museum's records and the other for the lender's.

7.2 Outgoing Loan Form. In accordance with the Collections Policy, the Peterborough Museum & Archives will periodically loan 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, phone number, start and end dates for the loan, and a listing of the artifacts, including their condition and value. Two copies of the form will be filled out - one for the Peterborough Museum & Archives records and the other for the borrower's.

7.3 Storage of Outstanding Loan Forms. All Outstanding Loan forms shall be stored in their respective binder marked "Outstanding Incoming Loan Forms" or "Outstanding Outgoing Loan Forms".

7.4 Storage of Completed Loan Forms. All Completed Loan forms shall be stored in their respective binder marked "Completed Incoming Loan Forms" or "Completed Outgoing Loan Forms".

8. Other Forms

8.1 Condition Reports. In addition to filling out a condition report when cataloguing an artifact, the Peterborough Museum & Archives staff will complete condition reports for artifacts that are going out or coming in on loan, or, are having conservation work done to them. All condition reports shall be filed with the object's accession file.

8.2 Deaccessioning Form. When the decision to deaccession an artifact and/or archival material has been approved by the Museum & Archives Advisory Committee, and the Curator or Archivist will issue a deaccessioning form to create a permanent record of the artifact's and/or archival material's deaccessioning. The form contains the artifact's and/or archival material's name, number, reason for deaccessioning, and method and date of removal of the object from the collection; this form shall be filed in the object's accession file.

9. Training and Supervision

9.1 Training. Professional employees of the Peterborough Museum & Archives shall properly train designated staff (paid and unpaid) in each step of the cataloguing process, should their efforts be required for accessioning artifacts and/or archival material.

9.2 Supervision. The Curator and the Archivist shall supervise and monitor staff (paid or unpaid) who are processing artifacts or archival material. All said staff (paid and unpaid) shall 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 any artifacts or archival material that can be considered to be historically significant or of exceptional monetary value.

10.2 Significant/Valuable Artifacts. The Peterborough Museum & Archives may purchase extra insurance riders for artifacts or archival materials deemed to be significant/valuable.

10.3 Visual Record. The Peterborough Museum & Archives shall produce photographs of significant/valuable artifacts. These photographs may be stored off site.

The Peterborough Museum & Archives may make alternative visual records of the objects in the permanent collection storage area, Archives, and on exhibit in the permanent galleries. This record may be stored off site.

11. Appraisals

11.1 Appraisals shall not be conducted by Peterborough Museum & Archives employees, but by a qualified external appraiser.

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 consequently will be required to provide a copy of the said appraisal.

11.3 Appraisal Form or Report. Appraisers must either complete an appraisal form or submit a report for each object when they are valuing object(s) for income tax purposes. In addition to the information found on the Certificate of Gift, it gives the fair market value of each artifact, and the name, position and qualifications of the appraiser.

12. Inventory of Collection in Permanent Collection Storage Area

12.1 Comprehensive Inventory. The Peterborough Museum & Archives shall inventory the artifacts and/or archival material, as required, to ensure the integrity of the collection.

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

13. Inventory of Artifacts on Display

13.1 Inventory Worksheet. A listing of all artifacts placed on display in each exhibition unit shall be made with the following information:

- display unit
- artifact number or lender's name
- artifact name
- condition
- location in storage area
- date

13.2 Condition Reports. The Curator of each show, and designated staff, shall check the condition of all artifacts going on display prior to them being placed on exhibit, and prior to them being placed back in storage.

13.3 Tracking Form. When artifacts are placed on display from the collection, a listing of the artifact's name, number and storage location shall be recorded (date of removal and date of replacement).

13.4 Photographic Record. As soon as the exhibit installation is complete, the Peterborough Museum & Archives Curator may photograph each display unit to provide a photographic record of exhibition and the artifacts and/or archival materials therein.

13.5 Inventory Check. Staff, using the inventory listing, shall monitor the artifacts in the permanent exhibits on a weekly basis.

14. Confidentiality

Museum workers (paid & unpaid) shall 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.

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

COMMUNITY STANDARD POLICY

1. **Intent**

As a steward of the community's heritage, the Peterborough Museum & Archives shall be actively engaged in the community, shall be responsive to its needs and shall seek to draw community support for its activities and initiatives. The two-way relationship between the Peterborough Museum & Archives and the community is integral to the role of the Peterborough Museum & Archives as a "community museum".

2. **Steward of Community Heritage**

The Peterborough Museum & Archives shall perform its role as a steward of community heritage in a manner that is consistent with its mandate, its written policies and procedures, and in accordance with accepted professional museum standards.

3. **Meeting Community Needs and Interests**

Programs and services of the Peterborough Museum & Archives shall aim to meet the needs and interests of the community.

4. **Community Involvement in Decision-Making**

The Peterborough Museum & Archives shall strive to allow all sectors of the community to participate in the museum's decisions, goals and directions that may affect them or reflect on them.

5. **Community Involvement in Programs and Activities**

The Peterborough Museum & Archives shall include the public in its programs and activities.

6. **Community Partnerships**

The Peterborough Museum & Archives shall identify, seek and enter into community partnerships that reinforce the museum's mandate and which serve to enhance the overall culture and heritage of the community. The Peterborough Museum & Archives shall, where appropriate, respond to invitations from others to become partners in community events and initiatives.

7. **Accessibility**

The Peterborough Museum & Archives shall endeavour to provide equal access to all members of the community, both physically and intellectually, to the museum's collections, information, services and programs.

8. **Hours of Operation**

The Peterborough Museum & Archives shall maintain regular, posted and advertised hours of operation, in accordance with its *Open Hours Policy*.

9. **Volunteer Program**

- The Peterborough Museum & Archives shall operate and maintain a volunteer program.
- The Peterborough Museum & Archives shall encourage community participation through the identification and development of volunteer opportunities.
- The Peterborough Museum & Archives shall endeavour to match the needs and interests of volunteers to those of the museum.
- The Peterborough Museum & Archives shall provide appropriate training and supervision of volunteers.
- The Peterborough Museum & Archives shall provide a safe and secure working environment for volunteers.
- The Peterborough Museum & Archives shall publicly and privately recognize the contributions of volunteers (through Civic Awards, volunteer events, exhibit openings, etc.)

10. **Welcoming Atmosphere, Open to Diversity**

The Peterborough Museum & Archives atmosphere will be welcoming and all staff and volunteers will demonstrate openness to all forms of diversity (including but not limited to: age, sex, language, race, ethnicity, literacy level, and/or physical ability) in accordance with *Ontarians With Disabilities Act* and *Ontario Human Rights Code*.

11. **Safe and Comfortable Facility**

The Peterborough Museum & Archives shall provide a safe and comfortable physical environment for staff, volunteers, visitors and patrons in accordance with the City of Peterborough's *Occupational Health & Safety Policy* and in accordance with the Peterborough Museum & Archives' *Physical Plant and Property Policy*.

12. **Off-Site and Electronic-Based Programs and Services**

The Peterborough Museum & Archives shall seek and respond to opportunities to take its services to others who are unable to visit the museum. This may include, but will not be limited to: travelling and/or off-site exhibitions, off-site 'outreach' programming, and on-line electronic services, programs and exhibitions.

13. **Access to Collections Records**

The Collections Records of the Peterborough Museum & Archives shall be open to all members of the public, pursuant to the Peterborough Museum & Archives *Collections, Research, and Conservation* policies, the *Municipal Freedom of Information and Protection of Personal Privacy Act*, and other relevant policies and legislation, such as *Ontarians With Disabilities Act, Ontario Human Rights Code*.

See Also: Archives, Collections, Collections Management, Conservation, Education & Public Program, Exhibition, Peterborough Museum & Archives Relation With Other Museums, Open Hours, Research & Reference, and Security Policies

Authority:

City of Peterborough's Occupational Health & Safety Policy
Corporation of the City of Peterborough By-law 05-042
IIC-CG and CAPC's Code of Ethics and Guidelines for Practice
Canadian Museums Association Ethics Guidelines
Municipal Freedom of Information and Protection of Personal Privacy Act
Ontarians With Disabilities Act
Ontario Human Rights Code
Ontario Ministry of Culture *Standards for Community Museums*

Approved: *Moved by Dean Pappas, seconded by Larry Sadler, carried, May 12, 2005*

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*

CONSERVATION POLICY

1. Intent:

The Peterborough Museum and Archives will be responsible for the conservation of all objects and archival material entrusted in its care, whether by donation, purchase or loan.

2. Resources:

The Peterborough Museum & Archives will strive to provide the human, financial and physical resources necessary to ensure the safety of the objects and archival material in its care.

3. Preventive:

Preventive conservation is the Peterborough Museum & Archives first priority, where preventive conservation is defined as: all actions taken to retard deterioration and prevent damage to cultural property through the provision of optimal conditions of storage, use and handling. The Peterborough Museum & Archives will strive to avoid any action which may negatively affect the physical state or alter the historical integrity of the objects and archival material.

3.1) Storage and Display: The Peterborough Museum & Archives will strive to provide optimal environmental standards for the preservation of its collections, be they in storage, on display, on loan, or in transit.

Environmental conditions of relative humidity, temperature, light and air cleanliness will meet accepted and recognized museum standards. The Standards set for Community Museums by the Ontario Ministry of Culture will be the minimum acceptable. Environmental conditions will be monitored by the Curator and the Archivist and/or designate.

Storage: The Peterborough Museum & Archives will, to the best of its ability, provide safe and secure storage areas sufficient and appropriate to house existing collections and future acquisitions. Access will be limited to the Curator, the Archivist and/or designates. Physical access will be ensured for maintenance, conservation and study. Collection storage areas shall not be available for any use potentially harmful to the collection.

Display: The Peterborough Museum & Archives will, to the best of its ability, provide appropriate exhibition areas to display existing collections and/or items loaned to the Peterborough Museum & Archives. Physical access to the objects and/or archival material on display will be limited to the Curator, the Archivist and/or designates. Objects and/or archival material will not be exhibited should

exhibition be of potential harm to the objects and/or archival material, as determined by the Curator, the Archivist and/or designates.

3.2) Handling: The handling of all objects and archival material will be in accordance with recognized standards and current professional practice. Packing and shipping of objects and archival material will reflect their needs (such as, support, condition, size) and will be reviewed on a one-to-one basis.

3.3) Disaster Management: The Peterborough Museum & Archives has developed and maintains a site Disaster Preparedness Plan (2001). In addition, the City of Peterborough maintains an overall Disaster Preparedness Plan, of which the Peterborough Museum & Archives is one component.

4. Conservation Treatment:

The Peterborough Museum & Archives will ensure that only a conservator will carry out treatments of objects and archival material in the collection, where conservation treatment is defined as: any action taken to modify, repair or restore cultural property to a known earlier state with the aim to preserve aesthetic and historic values.

4.1) The Peterborough Museum & Archives will consult with qualified experts in the conservation field before any action is taken which may negatively affect the physical state or alter the historical integrity of the objects and archival material.

4.2) The Curator and/or Archivist will prioritize the treatment of objects in the following order:

- a. those objects and/or archival material requiring emergency treatment or stabilization;
- b. those objects and/or archival material of particular historic or artistic significance;
- c. those objects and/or archival material required for display;
- d. those objects and/or archival material required for programming;
- e. all other objects and/or archival material owned by the Peterborough Museum & Archives.

4.3) The Peterborough Museum & Archives will strive to provide access to a conservation facility, in order to preserve and/or repair objects deemed to require treatment by a conservator.

4.4) All treatments will be carefully documented in condition and treatment reports and these reports shall be maintained as permanent records within the Peterborough Museum & Archives collections records management systems.

5. Staff Training:

The Peterborough Museum & Archives will ensure that staff (paid and unpaid) have proper training in the handling of objects, in accordance with recognized museum and archival standards and practices. Only staff (paid and unpaid) who have received proper training will be permitted to handle the collection.

6. Accessions:

The Peterborough Museum & Archives will not accept any object or archival material into its collection that the Peterborough Museum & Archives is not willing or able to preserve. The conservation requirements of an object should therefore be determined by the curator, archivist and/or designates upon consideration for acquisition.

7. Loans:

The Curator and /or Archivist will ensure that all out-going loans will be protected from damage in transit and provided with environmental conditions at the borrowing institution, at least consistent with those provided by the Peterborough Museum & Archives. Incoming loans shall be afforded the same protection as the permanent collection of the Peterborough Museum & Archives.

8. Documentation:

8.1) Condition Reports will be completed by the Curator, Archivist and/or designates before an object or archival material is placed on display, and after it has been withdrawn from display.

8.2) Condition Reports will be completed by the Curator, Archivist and/or designates on the arrival and departure of an object and/or archival material whether or not the object and/or archival material is a loan, donation or purchase.

8.3) All Condition Reports will be maintained as permanent records within the Peterborough Museum & Archives collections records management systems.

See Also: Collections, Collections Management, Deaccessions, Exhibition, and Security Policies.

Authority: Ontario Ministry of Culture, Tourism and Recreation Standards for Community Museums IIC-CG and CAPC's Code of Ethics and Guidelines for Practice Canadian Museums Association Ethics Guidelines



Approved: *January 23, 1992.*
Revised: *Moved by Brian Mitolo, seconded by Paul Northcott, carried, May 10, 2001*
Revised: *Moved by Stewart Browne, seconded by Christopher Greene, carried, April 11, 2002*
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*

DEACCESSIONS POLICY

Note: This policy supersedes all previous deaccessioning policies and practices.

1. Standards:

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

2. Intent:

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

3. Accidental Loss:

When an artifact is stolen, or damaged beyond repair, the Peterborough Museum & Archives shall 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 shall become part of the permanent accession record for the artifact or archival material in question.

4. Criteria:

The criteria for deaccessioning artifacts or archival material shall include:

- a. Lack of relevance to Peterborough Museum & Archives collection and acquisition policies.
- b. Excessive duplication.
- c. Poor condition or quality.
- d. Lack of documentation verifying authenticity, provenance, history and/or previous owner(s) or donor.
- e. 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.

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

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

5. Procedure:

a. The Curator and/or Archivist shall identify objects (of clear title) to be deaccessioned using physical inspection, examination of pertinent accession records and related documentation and shall consult with the Museum Director and Director of Community Services. The Curator and/or Archivist may also consult with conservators, 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.

b. The Curator and/or Archivist shall present recommendations for deaccessioning and preferred method(s) of disposal (pursuant to Section 6) through 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.

c. A deaccession form recording: accession number, reasons for deaccessioning, date of deaccessioning, description of deaccessioned material, method of disposal, and other pertinent information will be produced and permanently stored in the appropriate accession file.

6. Disposition of Deaccessioned Objects:

The following options for disposal of deaccessioned material do not necessarily follow a prescribed sequence:

- may be offered to the Peterborough Museum & Archives Education/Interpretive/Study Collection for use in Peterborough Museum & Archives programs.
- may be offered to another public, not-for-profit, museum, archives or related institution as a gift or to be used for exchange purposes.
- may be sold at a legitimate public auction or other public sale, with appropriate notification and advertising.

The Peterborough Museum & Archives shall make every effort to ensure that deaccessioned material shall remain in the public domain, within Canada.

7. 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 6, it shall be intentionally destroyed.

The Peterborough Museum & Archives shall remove accession numbers from any material to be destroyed. The Peterborough Museum & Archives shall consult with appropriate authorities on the safest and most environmentally sound method of disposal.

8. Conflict of Interest:

No Peterborough Museum & Archives employee (or relative), board or committee member, volunteer, appraiser, consultants or other person directly involved in the deaccession or disposal process, or with specific prior knowledge of the value or significance of the deaccessioned item(s) shall be eligible to purchase deaccessioned material at auction or other public sale, nor are they permitted to acquire deaccessioned material by any other means.

9. Proceeds:

All monies realized from deaccession activities, including auctions or other public sales, shall be used for the direct benefit of Museum and Archival collections, either for future acquisitions or improvements in collections care and/or management.

10. Records Management:

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

If a transfer of ownership is the chosen method of disposal, the Peterborough Museum & Archives shall provide copies of appropriate documentation to the receiving institution.

See Also: Collections Management, Conservation Policies.

Authority OMA Technical Leaflet #6 - "Policy Guidelines for Acquisitions and Deaccessions"; OMA Ethics Guidelines



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*

EDUCATION & PUBLIC PROGRAM POLICY

1. Function:

In a commitment to excellence, the Peterborough Museum & Archives will provide the human, financial and physical resources necessary to develop and deliver educational and public programs.

2. Education Programs:

In accordance with the Peterborough Museum & Archives Mission Statement, the Peterborough Museum & Archives will provide a variety of educational programs for schools, colleges and universities.

3. Public Programs:

The Peterborough Museum & Archives will also provide programs and activities for the community at large.

4. Promotion:

The Peterborough Museum & Archives will actively promote all programs.

5. Evaluation:

The Peterborough Museum & Archives will evaluate all programs.

6. Fees:

The Peterborough Museum & Archives will establish an annual fee schedule for all programs.

7. Liaison:

The Peterborough Museum & Archives will maintain liaison with heritage and community groups.

Approved: Moved by R. Beal, seconded by S. McCormack, carried, March 1, 1990
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 Gayle McIntyre, seconded by Audrey Armstrong, carried, January 8, 2009

EXHIBITION POLICY

1. Commitment:

In a commitment to excellence, the Peterborough Museum & Archives will communicate and interpret its Mission Statement 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 permanent exhibits, but aims to maintain a minimum of one quarter for temporary exhibitions.

4. Permanent Exhibits:

The Peterborough Museum & Archives will research, design, construct, and install permanent exhibits which 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 which explore local and broader heritage and cultural themes.

These exhibits should come from a variety of sources:

(a) Travelling Exhibits: the Peterborough Museum & Archives shall select and present travelling exhibits circulated by other museums, galleries, and institutions.

b) Community-based Exhibits: the Peterborough Museum & Archives will encourage and assist community groups, organizations, and individuals in the development of temporary exhibits.

(c) Self-generated Exhibits: the Peterborough Museum & Archives will research and develop at least one major temporary exhibit each year to expand or develop a local theme.

(d) Exhibit Schedule: The Peterborough Museum & Archives shall develop and promote an annual schedule of temporary exhibitions.



6. Extension Exhibits:

The Peterborough Museum & Archives should regularly develop exhibits for temporary display and/or circulation to other museums, art galleries, organizations, and groups.

7. Promotional Exhibits:

The Peterborough Museum & Archives shall provide exhibit space for recent accessions, seasonal themes, and small promotional displays for local groups, organizations, and individuals.

8. Public Relations:

As a community museum, the Peterborough Museum & Archives must respect both curatorial integrity and public sensibilities in the selection and presentation of exhibits. While the Peterborough Museum & Archives should not discourage controversial exhibits, it should be prepared to deal with them effectively.

To this end, visitors should be advised in advance of exhibits which may contain controversial material.

Public concerns should be referred to the Museum Director or designate, and discussed with the Curator of the exhibit.

9. Exhibit Duration:

The Peterborough Museum & Archives should routinely change permanent exhibitions; temporary exhibits should change several times a year.

10. Objects For Exhibition:

To mount exhibits or to complement travelling exhibits, the Peterborough Museum & Archives will select objects from its collection, and/or borrow objects from the collections of institutions, organizations, and individuals in accordance with the Peterborough Museum & Archives Collections Policy and standard museum practice.

11. Exhibition Agreements:

The Peterborough Museum & Archives will complete an Exhibitions Agreement to document the terms and conditions of each Temporary or Extension Exhibit 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 exhibit including design, selection, and

placement of objects. But, 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 objects on display without the expressed permission of the Exhibitor.

15. Insurance:

The Peterborough Museum & Archives will be responsible for the insurance of the full replacement value of objects while in the possession of the museum, subject to supporting documentation.

16. Conservation:

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

(a) Environment: The Peterborough Museum & Archives will provide a safe, stable, and secure environment for objects on exhibit.

(b) Care & Handling: The Peterborough Museum & Archives will ensure that all items/exhibits borrowed for exhibition will receive proper care and handling.

(c) Condition of Exhibit Objects: The Peterborough Museum & Archives will only exhibit objects that can withstand the rigours of exhibition.

(d) Removal of Objects on Exhibit: The Peterborough Museum & Archives will remove objects that may deteriorate during exhibition.

(e) Display Techniques: The Peterborough Museum & Archives will use secure, unobtrusive exhibit hardware and display techniques as required to protect objects on display.

(f) Monitoring: Peterborough Museum & Archives staff will regularly and routinely monitor exhibitions to ensure quality of presentation and preservation of the objects.

17. Exhibition Design:

The Peterborough Museum & Archives will design and develop exhibits of professional quality. Exhibits should be visually attractive and allow ample space for visitors to move in comfort and safety. Exhibits should incorporate a variety of communications media.

18. Exhibition Text:

The Peterborough Museum & Archives will ensure that exhibit 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.

19. Donor Recognition:

Unless specified, the donor/lender of objects on exhibit 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.

See also: Collections Management, Conservation, Security Policies

Approved: *Moved by Jack Connolly, seconded by Jeff Leal; carried, October 17, 1991*
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 Gayle McIntyre, seconded by Audrey Armstrong, carried, January 8, 2009*

GIFT SHOP POLICY

1. Function:

The Peterborough Museum and Archives will own, operate, and promote a Gift Shop, to be known as the Penny Farthing Gift Shop, on-site, as a revenue-generating attraction.

2. Administration:

The Gift Shop will operate effectively and efficiently in accordance with Corporate and Peterborough Museum & Archives Policy and Procedures, and sound business practice.

3. Merchandise:

The Gift Shop will sell quality merchandise that:

- (a) reflects the Peterborough Museum & Archives Mission Statement;
- (b) compliments Peterborough Museum & Archives programs;
- (c) 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 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 Gayle McIntyre, seconded by Audrey Armstrong, carried, January 8, 2009

INSURANCE POLICY

AUTHORITY: By-law 1966-45 as amended 1980-34

Paragraph 7(a) Insurance on the Permanent Collections is maintained under the direction of the Board at a level reviewed from time to time and a floater fine arts policy is maintained on a deposit basis with the premium calculated in arrears in order to cover the loans from outside the museum and exhibits which enter the Peterborough Museum & Archives.

It is the practice to inform the insurance company of the insurance value and details of material borrowed for display purposes and the period of such loan. The responsibility for making these loans is delegated to the senior staff members of the Department of Community Services.

OPEN HOURS POLICY

1. Intent:

The Peterborough Museum & Archives 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. During July and August, there will be extended open hours on Thursday and Friday evenings, until 7 pm.

3. Weekend Hours:

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

4. Statutory Holidays:

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

5. Building Closed:

The building will be closed on Christmas Day, New Year's Day and Good Friday. 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 p.m. 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 or 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 and/or Museum & Archives Advisory Committee.

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 shall remain closed to the general public.



9. Change of Regular Open Hours:

The regular hours that the Museum and/or Archives are open to the public can only be changed by the Museum & Archives Advisory Committee, in consultation with the Museum Director.

Approved: April 28, 1993

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 Gayle McIntyre, seconded by Audrey Armstrong, carried, January 8, 2009

PHYSICAL PLANT MANAGEMENT POLICY

1. **The Building and the Grounds:**

The Peterborough Museum & Archives is located in a purpose built brick building erected in 1967. The current main facility is 10,800 square feet. There are two modular classrooms, including the "The Fine Space" (1000 sq. ft.), and one modular storage building. The Peterborough Museum & Archives also utilizes off-site storage space at the Peterborough Public Library (500 sq. ft.).

The Peterborough Museum & Archives is situated on four acres of City owned parkland, which overlooks the city of Peterborough. Located just north of the Peterborough Museum & Archives is the Heritage Pavilion that provides an outdoor venue for programming and other functions.

2. **Resources:**

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

2.1 Providing human, financial and physical resources to ensure the safety of the public & staff (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 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 documents 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 staff (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 is tested bi-annually and all fire extinguishers and emergency lights are maintained annually.



3.2 All Peterborough Museum & Archives staff and contract staff have recognized and current first aid training, such as Emergency First Aid.

3.3 Peterborough Museum & Archives staff annually review its Emergency Disaster Preparedness Plan.

3.4 The building security system is maintained bi-annually or as needed.

3.5 The building and elevator are equipped with emergency phones.

3.6 The building and grounds are monitored by surveillance cameras in case of incidents and are in compliance with the *Federal Freedom of Information & Protection of Privacy Act* and the *Municipal Freedom of Information & Protection of Privacy Act*.

3.7 That the building and grounds are lit at night.

4. Preventive Conservation:

The Peterborough Museum & Archives ensures that the building meets the environmental norms appropriate to its functions by:

4.1 Monitoring collection and exhibition spaces with dataloggers.

4.2 Monthly pest inspections throughout the entire facility.

4.3 Bi-weekly physical inspections of collections areas.

4.4 Weekly inspections of exhibition galleries.

4.5 Weekly janitorial servicing and additional servicing as needed.

5. Building and Property Maintenance:

The Peterborough Museum & Archives shall maintain the building and property by providing the human, financial and physical resources that are necessary as referenced under *City By-law 05-042, paragraph 2.2(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 Fine Space and the Heritage Pavilion are 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 (revised November 1998)*.

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 galleries 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.

See also: Collections Management, Conservation, Fire Safety Plan, Grounds Maintenance, Security Policies

Authority Canadian Council of Archives Code of Ethics
Canadian Museum Association Code of Ethics
City of Peterborough's Alcohol Management Policy (revised November 1998)
City By-law 05-042
Federal Freedom of Information & Protection of Privacy Act
Municipal Freedom of Information & Protection of Privacy Act.

Approved: *May 12, 2005*

Revised: *Moved by Dean Pappas, seconded by Lawrence Sadler, carried, May 12, 2005*

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*



PROFESSIONAL DEVELOPMENT POLICY

1. Commitment:

The Peterborough Museum & Archives shall encourage the on-going selection, orientation, training, and development of qualified staff (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 Policies and Procedures of the Corporation of the City of Peterborough and specifically Section 4-3-10 of Training and Education component of the Personnel Policy and Procedure manual:

3.1 The Corporation encourages the further development, education, and training of employees, to provide more productive staff and enhance opportunities for promotion and growth. It is, therefore, intended that selected, tailored training programs will continue to be developed and offered to all levels of staff.

3.2 The Corporation shall consider financial assistance towards tuition costs only for an employee who enrolls and successfully completes a recognized job-related degree or diploma credit, provided approval for enrolment has been given in advance by the respective Department Director.

3.3 A Department Director desiring to enrol shall have the prior approval of the City Administrator.

3.4 The Personnel Department shall maintain an on-going record of all employees who attend and successfully complete a training program or educational course.

3.5 Seminars, Conventions and Conferences

a) The Corporation recognizes that many seminars, conventions and conferences provide beneficial training and knowledge to employees, and



therefore, encourages reasonable participation by staff. Following annual Budget approval, Department Directors shall complete a list of staff who will be attending seminars, conferences and conventions on PROPOSED SEMINARS, CONVENTIONS AND CONFERENCES Form #P81-14 and forward the same to the Personnel Department.

4. Skill Development:

The Peterborough Museum & Archives staff may participate in job-specific, technical training like computer familiarization, report writing, and occupational health and safety which are regularly offered by the City of Peterborough.

5. Professional Development:

Course and Conferences:

The Peterborough Museum & Archives shall support staff involvement in organizing and/or attending profession-specific workshops and conferences.

Professional Associations:

The Peterborough Museum & Archives shall support staff membership and involvement with professional associations as a professional development activity.

Professional Courses:

The Peterborough Museum & Archives shall support staff 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 staff and volunteers.

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 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 Gayle McIntyre, seconded by Audrey Armstrong, carried, January 8, 2009*



RESEARCH & REFERENCE POLICY

1. Commitment:

The Peterborough Museum & Archives shall routinely conduct research and shall encourage and facilitate research by others.

2. Resources:

The Peterborough Museum & Archives shall provide the physical, human, and financial resources necessary to meet this commitment.

ARCHIVES AND MUSEUM RESEARCH:

1. Collection Documentation:

To conduct research to establish the provenance, use, description, and historical significance of its Collections as an integral part of the documentation process.

2. Exhibition:

To conduct research as an integral component of the Exhibit Development Process. The Peterborough Museum & Archives shall ensure that the final product and specifically the exhibit text reflect scholarly research.

3. Education and Public Programming:

To conduct research as an integral component in the development and delivery of interpretive and public programming activities.

4. Conservation:

To conduct research to ensure the appropriate care, handling, storage, and treatment of all material culture and documentary heritage in its care.

5. Evaluation:

To conduct research to assess public and educational programs and to identify potential marketing trends.

6. Academic Research:

To contribute to the body of knowledge in areas of specialization, local history, and museology.

7. Publications:

To encourage and support the publication of research.

8. Presentations:

To encourage and support the dissemination of staff research through presentations, lectures, films, and other audiovisual media.

9. Copyright:

To ensure that all research activities, such as publication and exhibition, shall comply with the Canadian Copyright Act.

10. Copyright Ownership:

The Peterborough Museum & Archives shall retain copyright ownership for all items produced on its behalf, unless a prior written agreement to the contrary, has been prepared and approved.

11. Other Research Institutions:

To establish and maintain a reciprocal working relationship with the broader academic and heritage community, and with those organizations that are formal partners through the Museum & Archives Advisory Committee.

ARCHIVES AND MUSEUM REFERENCE

1. Archives:

To maintain and operate an Archives Reference Library as the institution's primary research resource.

2. Archives Reference Library:

To develop and maintain an Archives Reference Library to further encourage and facilitate research. The Library will not function as a lending library.

3. Staff Responsibilities:

The Archivist and/or designate shall facilitate research inquiries directed towards the Archives and the Archives Reference Library.

Other Peterborough Museum & Archives employees will be responsible for facilitating research enquiries directed to their functional area.

4. Access Hours:

The Archives and Archives Reference Library shall be open to researchers from 9:00 a.m. to 5:00 p.m. with a one hour noon hour, Monday through Friday, year round excluding Statutory & Civic Holidays. Appointments are mandatory.

5. Public Enquiries:

The Archivist shall respond to all reasonable written, telephone, and on-site requests promptly and courteously and as time and resources permit.

6. Training and Supervision:

The Archivist shall provide orientation and supervision of researchers to ensure the proper care and handling of the Reference collection.

7. Research Regulations:

All researchers must comply with the *City Archives Rules for Researchers*.

8. Research Records:

The Archivist shall maintain a list of all research requests for statistical purposes. All researchers, including museum staff, are required to register, providing their name, date, research topic, and duration of their search.

9. Freedom of Information:

The Peterborough Museum & Archives shall comply with Freedom of Information & Protection of Privacy Legislation for all research inquiries.



10. Copyright:

The Archivist and Curator shall advise all researchers that it is their responsibility to determine copyright ownership and obtain the necessary clearance to publish any copyrighted materials.

11. Restricted Access:

Access to archival records may be restricted by law (Freedom of Information Act, Copyright Law, Vital Statistics Act), donor agreement, and conservation concerns.

12. Acknowledgements:

Researchers must credit the Peterborough Museum & Archives in any resulting publications.

13. Donation of Publications:

Researchers will be encouraged to provide a complimentary copy of their research papers or any published materials in recognition of the service provided.

Authority: Freedom of Information & Protection of Privacy Act (Federal & Municipal)
Canadian Council of Archives Code of Ethics
Canadian Museum Association Code of Ethics

Approved: *April 28, 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*

RESTRICTED AND PROHIBITED WEAPONS POLICY

1. COMPLIANCE:

The Peterborough Museum and Archives shall comply with all federal government regulations in the collection, registration, handling and storage of firearms, restricted and prohibited weapons, hereinafter referred to as Weapons.

2. DEFINITION:

A restricted or prohibited weapon shall be defined as any weapon that meets the criteria in Section 84 of the **Firearms and Offensive Weapons Code**, or any weapon that is declared by Order of the Governor in Council to be a restricted weapon.

Any firearm manufactured before 1898 shall not be deemed a firearm unless it was designed or redesigned to fire ammunition that is commonly available in Canada and, but for this section, would be a restricted weapon. In addition, any firearm that is not designed or adapted to discharge a projectile with a muzzle velocity exceeding 152.4 m/second or designed exclusively for signalling or firing blank cartridges.

3. COLLECTION POLICY:

The Peterborough Museum & Archives will only accept Weapons which comply with its Collection Policy. The Peterborough Museum & Archives does not have, nor will collect, any live ammunition.

4. POSSESSION AND ACQUISITION LICENCE:

The Peterborough Museum & Archives will provide the resources necessary to ensure that two staff acquire the requisite training and certification to become qualified staff. (Possession & Acquisition Licence).

5. HANDLING:

The Peterborough Museum & Archives shall ensure that no one will handle or transport Weapons from the Peterborough Museum & Archives collection without a valid Possession and Acquisition Licence.

6. REFERRALS:

Peterborough Museum & Archives staff who do not hold the requisite certification shall refer all Weapons related inquiries to qualified staff who advise prospective donors/vendors of the legislation.

7. REPORTING ACQUISITIONS AND EXPORTS:

The Peterborough Museum & Archives will report the acquisition and/or export of Weapons to the Commissioner of the RCMP within 48 hours of their receipt using the appropriate documentation.

8. IDENTIFICATION:

The Peterborough Museum & Archives will review its existing collection and incoming accessions to identify Weapons covered by the legislation.

9. REGISTRATION:

The Peterborough Museum & Archives shall register the make, model, and serial number of all firearms with the appropriate government authority.

10. RECORDS AND INVENTORY:

The Peterborough Museum & Archives will keep records of all transactions regarding Weapons in its collection. The Peterborough Museum & Archives will also maintain a Records Ledger as a comprehensive inventory. The Peterborough Museum & Archives will present these records to the appropriate authorities upon demand.

11. SECURITY:

The Peterborough Museum & Archives will store and/or exhibit all Weapons and/or parts thereof in locked, secure storage and/or exhibit cabinets.

12. REGULAR INSPECTION:

Qualified staff will inspect the Weapons collection regularly.

13. LOSS OR THEFT:

The Peterborough Museum & Archives shall immediately report any loss, destruction or theft of Weapons to the local registrar of firearms or a peace officer.

14. DEACCESSIONS:

Any deaccession and/or removal of Weapons from the collection must comply with the Deaccessions Policy and the Firearms and Offensive Weapons Code.

See also: Collections, Collections Management, Deaccessions and Security Policy, Firearms Act.

Approved: *May 11, 1995*

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 Gayle McIntyre, seconded by Audrey Armstrong, carried, January 8, 2009

SECURITY POLICY

1. Resources:

The Peterborough Museum & Archives shall provide the human, financial, and physical resources necessary to maintain a safe and secure environment for the building, contents, and other property in accordance with recognized museum standards and Corporate Policy (City of Peterborough).

2. Staff Responsibilities:

All paid staff, including contract janitorial & weekend staff shall be responsible for the security of the building and its contents during the routine performance of their duties.

3. Minimum Staff Complement:

When the building is open to the public, it should be secured and monitored by a qualified, paid staff person, and volunteer (as required).

See also: Gift Shop and Exhibition Policies

Approved: *Moved by J. Connolly, seconded by R. Beal; carried, October 25, 1990*

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 Gayle McIntyre, seconded by Audrey Armstrong, carried, January 8, 2009*