

<i>The Town of Fort Frances</i>	SECTION COMMUNITY SERVICES
MUSEUM AND CULTURAL CENTRE RESEARCH POLICY	REVISED March 1995
Resolution No.	Supercedes Resolution No.
Policy Number 2.2	PAGE 1 of 6

1. PURPOSE

In recognition of the integral role of research in fulfilling the aims and objectives of the Museum as stated in the Statement of Purpose, the following guidelines serve as its Research Policy.

Research will be carried out in three general areas:

- A. Local history
 - i. Local history research will include geography, natural history, archaeology, genealogy, ethnography, and the social, commercial, and industrial history of the Rainy River District.
- B. Collection Research
 - i. The research on the collection will be in keeping with good collections management practices. The Museum will endeavour to fully identify the origins, uses, and history of all the material in its collection.
- C. Exhibits, programs and publications.
 - i. Research for exhibits, programs, and publications will be carried out to ensure that the subject matter is accurately presented.

The Board will include in its annual operating budget sufficient funds to allow for research as outlined above.

The Museum will continue to maintain adequate space for staff and the public to carry out research.

2. RESEARCH GUIDELINES

Material in the collection will be available to the staff and public subject to the following conditions:

- A. The condition of the material
- B. The legality of access
- C. Complete and accurate documentation of the material

D. Prior use and accessibility of the material

Public access to the collection and staff response to public inquiries will be allowed subject to the following conditions:

- A. Sufficient time must be allowed for a proper response
- B. The request must fall within the Museum's stated subject area and staff expertise.

In all cases information gained through the Museum must be properly credited to the Fort Frances Museum and Cultural Centre

3. EXHIBITION POLICY

The Museum will endeavour to display its collection through appropriate methods to communicate to the public the significance of local history and our heritage.

Exhibition themes will be developed to educate and inform the visitor about local history. To accomplish this goal the Museum will allocate appropriate gallery space to portraying the chronological history of the area, for exhibits and displays to enlarge upon local history themes, and for travelling exhibits and special short-term exhibits developed by the Museum staff.

At least two travelling or short-term exhibits will be presented each year. These exhibits will be consistent with the Statement of Purpose and may include: arts, crafts, science, and human and natural history. The Museum may also exhibit privately held collections, but only with a full and complete agreement governing terms and conditions.

The Museum will ensure that the gallery meets existing building and fire codes with sufficient space for the safe and comfortable movement of visitors.

The lighting and environment of the gallery will reflect adherence to the best achievable conservation standards.

The Museum will include in its annual operating budget funds for exhibits and displays as a separate line item.

Proposals for exhibits can be presented by the Museum-Curator to the Museum Advisory Committee for their recommendations.

The Museum does not guarantee to display all artefacts in the permanent collection in any given time period. Artefacts will be selected for display according to their relationship to selected themes. All artefacts for display must be in stable condition, fully catalogued and installed securely in the exhibit.

All exhibits and displays will be checked regularly to ensure that no damage is occurring to artefacts.

Each artefact will be clearly identified, and the preferred method for recognizing donors will be on a separate label listing all donations in that particular exhibit,

New acquisitions may be displayed only when they have been completely catalogued and recorded.

All labels and graphic material will be neatly produced and properly mounted. All written material will be clearly, accurately, simply, and correctly worded.

Only competent Museum staff will be engaged to produce exhibits. The Museum will ensure that sufficient space and proper tools, equipment, and materials are available for the safe and efficient production of exhibits,

4. STATEMENT OF PURPOSE

The purpose of the Fort Frances Museum will be to collect, preserve, study, research, interpret, exhibit and use for educational purposes, artefacts and specimens which depict the story of man and nature as it relates to the history, growth and development of the Town of Fort Frances and the surrounding rural area.

These artefacts and specimens will depict the past and the development of the area in terms of natural resources, exploration, settlement and people, industry and cultural achievement.

The Museum will be a teaching institution offering its visitors opportunities for self-development.

The Museum will collect or bring in for display a limited amount of material from outside the territorial limits mentioned above; such material will be relevant to the development of this area and this country or will be of significant educational value.

The Museum will be non-profit, open to the public and administered in the public interest. It will seek to stimulate pride in, understanding of and appreciation for the history, the people and the achievements within this area.

The Fort Frances Museum and Cultural Centre will be an inviting place, which allows for people participation, it will provide a centre where organizations involved in Arts and Crafts and Cultural pursuits, may meet to develop their talents and enable them to foster an appreciation within the community of the cultural contribution of these groups.

5. COLLECTIONS MANAGEMENT POLICY

The Museum shall collect items within the scope set down by the "Statement of Purpose". Final decisions regarding selection of artefacts and specimens for the collections shall rest with the Museum Curator.

The Museum shall limit the scope of any collections to materials directly related to the Museum's objectives with collections directed to those items having local significance and in accordance with the previously mentioned purposes.

The Museum will acquire and develop its collections through donations (gifts), purchased when funds are available and exchange with other institutions.

The Museum shall treat a donation as a gift outright. The Acknowledgment Form shall so state.

The Museum shall discourage the acceptance of objects on loan. However, the Museum may accept on loan articles of importance for a specific purpose or occasion. The Acknowledgment Form shall stipulate Loan Conditions.

Using the approved Registration System, the Museum shall record promptly all artefacts and specimens added to the collections as gifts, loans, purchases or exchanges.

The Museum-Curator and the Museum Staff shall research all artefacts and specimens as they are acquired in order to ensure accurate dissemination of knowledge and authentic exhibition.

The Museum shall include in its collections those materials necessary for active and sound research by Museum Staff scholars and students; e.g. books, pamphlets, transcripts, maps, microfilms.

6. ACQUISITION, RETENTION AND DISPOSAL OF OBJECTS OF INTEREST TO THE MUSEUM

The guide for acquisition, retention, and disposal shall be a quest for the preservation and presentation of those items that best illustrate the particular field of interest embraced by the Fort Frances Museum.

The guide for determining acceptance, retention, and disposal of any item is to be the importance and relevance of that item to the stated scope and purpose of the Museum and to the interpretation of the community.

These three criteria will be applied in the acceptance, retention, and disposal of an object:

- A. Documented individual history
- B. Physical character and condition
- C. Historical association

Permanent additions to the collection will be gifts, purchases, or exchanges. Temporary additions to the collection will be short-term loans.

The Museum will accept, on a permanent basis, only objects which conform strictly to its Collecting Policy, and which are pertinent to its fields of interest. The Museum will reject items, which are not pertinent or useful.

The Museum will discourage the acceptance of objects on loan. However, the Museum will accept articles of importance on short-term loan from private or corporate owners or from other museums. These two situations are the only instances when loans will be accepted.

Permanent additions, (gifts, purchases, exchanges) are not qualified by any conditions whatsoever. Therefore, the Board, on the advice of the Museum-Curator, may direct the disposal of any item of the permanent collection at a subsequent date if that item is deemed to be no longer appropriate. Disposal may be effected by exchange for desired items or by sale. Monies realized would be placed in a trust fund, the purpose of which is for the purchase of appropriate items for the collection.

The Museum will not retain materials that lie outside the Museum's purpose. In the case of miscellaneous objects already in the Museum's collection, there will be a gradual elimination of materials not relevant to the scope of the collection. Elimination will be achieved by the return of objects to their original donors, by placement in other museums as exchanges or gifts, or by offer for sale.

The Museum will employ an approved registration system, to record transfer of ownership of permanent additions, and transfer of custody of temporary additions.

The Museum will, on an on-going basis review the Collection's needs.

7. CONSERVATION

The Museum will to provide for the care of its collection so as to ensure its continued existence. The security and preservation of all artefacts remains the primary concern of the Museum.

The Museum is responsible for the preservation of the artefacts in its collection. It will provide for the best possible physical environment, preventive maintenance programs, and conservation services that it can to meet this responsibility.

The Museum will consult with qualified experts in the field of conservation before taking any course of action likely to affect the physical state of the artefacts.

The Museum will attempt to achieve optimum environmental standards for the preservation of the collection in all physical areas where the artefacts may be located. Standards for temperature, relative humidity, lighting, and air cleanliness will be established in consultation with qualified experts. The Museum will continue to strive to provide the facilities and equipment to achieve and maintain these standards, and will delegate responsibility for regulation and maintenance of these standards and systems to the Museum Curator or their qualified designate.

The Museum will establish procedures for the protection of the collection from damage or loss through fire, flood, water damage, theft, vandalism, accident, and damage from pests and vermin.

The Museum will establish procedures for the care of artefacts in the event of physical emergencies such as fire, flood, accident, etc.- predesignate an emergency work area, and ensure that all staff are thoroughly familiar with these procedures.

The Museum will provide storage areas and artefact workrooms sufficient to accommodate the size, material, and composition of the collection.

The Museum will provide storage space for the collection, which will be orderly, clean, and environmentally controlled, and will allow adequate physical access to the artefacts. Access will be restricted to the Director-Curator or qualified designate. The storage area will be used solely for the storage of Museum artefacts.

The Museum will develop standards and procedures and will designate appropriate responsibility for handling, storage, exhibition, packing, and arid transport of its artefacts in order to best preserve the collection.

The Museum will provide in-house training for all staff, and will participate as is necessary and possible in outside training programs for the care and handling of artefacts. Only trained staff will be permitted to handle artefacts.

The Museum will ensure that a sufficient size of staff is maintained to properly care for the collection.

The Museum will ensure that all artefacts in the collection are correctly documented with respect to ownership, incoming and current condition, and the need for conservation treatment.

The Museum will ensure that all artefacts loaned to other institutions will be protected from damage, both in transit and in the borrowing institution.

The Director-Curator or qualified designate, in consultation with recognized experts in conservation, will be responsible for determining conservation priorities and the nature and extent of conservation treatments to be carried out.

The Museum will ensure that cleaning, repair, or restoration of any artefact in its collection is carried out only by qualified personnel, and in such a manner as to maintain the historic and artistic integrity of that artefact.