

# COLLECTIONS MANAGEMENT POLICY

## 1. INTRODUCTION

The Museum holds in public trust for the people of the region, the province and the nation the assets and collections it requires to achieve the objectives outlined in the Statement of Intent. The Board of Trustees is responsible for maintaining this public trust.

The intent of the Collections Management Policy is to determine the professional and institutional standards and procedures by which collections will be acquired, documented, maintained utilized and in some instances disposed of by the Kitimat Museum & Archives.

The overall policy is divided into a number of sections, which state in detail the intent of the Museum and the general guidelines for the implementation. Each policy section is to be supplemented by a detailed procedural guide written by the Museum Curator with input and assistance from other members of staff as required.

### 1.1. Definitions

**A collection item** is an object that has been or will be accessioned into the collection.

**Accessioning** is the formal process used to accept and record an object as a collection item.

**Deaccessioning** is the formal process used to permanently remove an object from the collection.

**Loans** are temporary transfers of collection items from the Museum, or temporary transfers of similar items to the Museum for stated Museum purposes. The transfers do not involve change of ownership.

### 1.2. Accession Policy (Acquisitions)

An accession or acquisition is an item or group of items from a single source wherein there has been a transfer of ownership, or responsibility for some finite period, to the Kitimat Museum & Archives. From time to time, the Museum will acquire by purchase, donation, bequest, field collection, exchange, or temporary loan items which further the growth of its collections and enable the presentation of programs consistent with its policies.

## 2. ACQUISITION PLAN

On a permanent and temporary basis the Museum collects objects, scientific specimens, printed and audio-visual material pertaining to the natural and human history of Kitimat, Kitimaat, Kemano, and the surrounding study area for the purposes of documentation, preservation research, exhibition and interpretation.

On a temporary basis the Museum acquires materials on a wide variety of topics, which are used

in exhibition and/or education programs for the general benefit and entertainment of the Museum audience.

The Museum will collect according to the following orders of priority:

- A broad and representative sample of materials directly related to the natural and human history of Kitimat, Kitamaat, Kemano, and the surrounding area;
- Material indirectly related to Kitimat, Kitamaat Village, Kemano, and the surrounding area;
- Material useful for comparative research.

The Museum will emphasize the collection of material which:

- Constitutes a representative sample of previously undocumented or inadequately recorded aspects of Kitimat, Kitamaat, Kemano and the surrounding area heritage;
- Is in danger of loss or destruction;
- Is directly relevant to current research, exhibition, or interpretation programs;
- Is well documented.

### 3. ACQUISITION POLICY

The Museum will acquire collections if it has adequate resources and procedures to document, preserve, research, exhibit, store and interpret those collections, as applicable, in accordance with the highest professional standards.

The Museum will acquire collections in accordance with the laws of the provincial and federal governments of Canada and international agreements between Canada and other countries, for example the UNESCO Convention of 1970, Cultural Property Export and Import Act, Convention on International Trade in Endangered Species.

Permanent Loans will be accepted only from institutions. If for any reason objects and specimens which are important to the purposes of the Museum cannot be collected, the Museum will try to make a complete documentary record of those materials using printed, visual, and audio media.

The Museum will encourage maximum utilization of its collections to the extent that the integrity of the collection is not compromised and the use remains consistent with the overall goals and ethics of the Museum.

The Museum will cooperate with other museums, institutions and agencies in order to avoid duplication.

No acquisitions will be made where the conditions of acquisition may restrict the use or disposition of that object in fulfilling the goals of the Museum. If restrictions are attached to an acquisition, a reasonable date will be set for termination. All acquisitions involving transfer of ownership and/or responsibility must be accompanied by a legal document.

The Museum will not provide appraisals for tax deductions or other external purposes. The

Museum will however assist donors in obtaining appraisals for tax deduction purposes.

The Museum will respect the conditions of a loan agreement and will give to loaned materials the same care and treatment it provides for its own collections.

The Museum staff, most notably the Curator, must establish procedures to implement the Policy.

#### 4. DEACCESSION POLICY

In order to maintain growing collections in accordance with the goals and priorities of the Acquisition Plan, and in accordance with the highest professional standards and ethics, the Trustees of the Kitimat Museum & Archives may deem it prudent from time-to-time to remove items from its collection. The Museum will maintain rigorous and uniform procedures for the deaccession process.

Except in the case of the temporary and permanent loans, the Museum will not acquire materials with the definite intention of eventual deaccession. Changing historical perspectives, recent acquisitions representing superior examples, or similar material acquired at an earlier date are examples of cases where redundancies in the collections might become apparent. In the broadest terms, collections may be deaccessioned for the following purposes:

- Accidental loss or destruction
- Intentional discard
- Return of temporary or permanent loan
- Sale
- Trade or exchange
- Gift
- Repatriation

Prior to deaccessioning, the material will be thoroughly researched, documented and photographed (except when prohibited by accidental loss or destruction) and the process of deaccessioning will be completely documented. These records will be maintained by the Museum on a permanent basis.

The decision to deaccession material must receive the approval of the Board or its appointed committee, upon the recommendation of the Curator. Where the deaccession involves the transfer of ownership or responsibility, appropriate legal documents will be used. Collections which have been expended through utilization, or which have no value or significance to the Museum or to the natural or cultural heritage of Kitimat, Kitamaat, or the surrounding area, will be deaccessioned.

The Museum will deaccession for the purpose of returning a loan in accordance with the terms of the agreement for the loan. The termination date may be specified in the loan agreement, or the Museum or lender may initiate the termination.

The Museum will do its utmost to ensure that deaccessioned material significant to the natural or

cultural heritage of British Columbia or Canada will be retained in Canada. Further, the Museum will do its utmost to ensure that deaccessioned material involving circumstances other than accidental loss or destruction will remain in the public trust.

Subject to the above, the Museum will deaccession for sale, exchange or donation to another tax-exempt, non-profit, educational institution dedicated to the preservation of natural and/or cultural heritage. The Museum will deaccession collections for the purpose of repatriation, when it can be shown that other bodies or governments have a right to the material. Furthermore, deaccessioning will adhere to the applicable provincial and Canadian laws and international agreements and treaties.