

	<b>POLICY</b>		<b>Owner Department:</b> Culture and Heritage
	<b>Moncton Museum Collection Management Policy</b>		
<b>Effective Date:</b> June 20, 2023	<b>Last Reviewed Date:</b> June 20, 2023	<b>City Council Approval Dates:</b>	
<b>Approving Authority:</b> Moncton City Council	<b>Replaces No.:</b> N/A		
<b>1. Moncton Museum – Statement of Purpose</b>			

The purpose of the Moncton Museum is to collect, document, preserve, display, and interpret the human heritage, both tangible and intangible, of the City of Moncton and its immediate surrounding area from the creation of the township to present day.

## 2. Collection Management Policy Intent

The intent of this policy set the standard required for the responsible management of the Moncton Museum’s collection. This policy should enable the Museum’s internal collection committee to make informed and unbiased decisions regarding all aspects of collection management.

## 3. Policy Administration

This policy will be administered by the Collection Committee of the Moncton Museum.

1. The Collection Committee shall be composed of a minimum of 3 employees from the Culture and Heritage Department.
2. The Collection Committee shall be composed of a maximum of 5 City employees.
3. The Collection and Research Library Coordinator shall be an ex officio of the Collection Committee.

## 4. Acquisition

1. The scope of the collection is to be consistent with the Statement of Purpose (point 1) of the Moncton Museum.
2. The museum will enhance its collection by donation, including bequests, gifts-in-kind, exchanges, and in rare cases, purchases.
3. The museum will maintain and reduce its collection by refusal, transfer, sale, or in rare cases, destruction.
4. Fashion in collecting and personal taste will not influence the acquisition or disposal of any objects.
5. The museum shall not acquire by purchase, gift, bequest or receive on loan any object or document, which is known or suspected to have been exported illegally from another country. This restriction shall also apply to objects or documents acquired within Canada which, because of acquisition contrary to the *Heritage Conservation Act* or similar provincial legislation, are property illegally acquired and possessed.
  - a. Culture and Heritage Department personnel shall in no case examine, offer opinions, counsel, or treat in conservation any object which is suspect, nor will they assist in any other manner in the development of collections of such materials.
  - b. If the museum inadvertently acquires an object subsequently proven to have been obtained contrary to the policy, both the transferor and the presumed legal owner shall be informed. Subject to the requirements of a law enforcement agency having jurisdiction, the object shall be retained in the care of the museum until the question of legal ownership is resolved, when said object shall be offered to the legal owner. If museum funds have been used to acquire or document such an object, the museum shall endeavor to obtain these funds by whatever legal and proper means are available.
6. The acquisition of new collection material by donation from both individuals and organizations is to be encouraged in the area(s) in which the collection needs strengthening.

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- a. A list of proposed or preferred objects and/or documents will be prepared according to point 1.a. of Section 6. by the Collections and Research Library Coordinator.
  
7. Any donation to the museum shall only be accepted as an outright gift. The museum will not accept objects with attached conditions.
  - a. This fact will be made known during initial negotiations with the donor and on any acknowledgement forms issued.
  - b. The Collection Committee shall determine if a donation will become part of the collection (accessioned items) or part of the consumables (items use for programming or other activities).
  - c. Standard copyrights will be followed if applicable. Where possible, copyrights should be obtained at the time of acceptance of a donation.
  
8. The Collections and Research Library Coordinator will recommend the acquisition of major objects or documents for the collection to the Collection Committee.
  
9. Gifts-in-kind to the museum, be they collection items or other materials, are tax deductible and receipts are issued for income tax purposes in accordance with the Income Tax Act (Canada).
  - a. Appraisal of gifts estimated to be valued at more than \$1,000 at the time of donation must be from an outside expert such as a dealer, appraiser, or other person knowledgeable in the fair market value of the particular property.
  - b. The Collections and Research Library Coordinator will engage professional, independent appraisers should appraisal service be required.
  - c. The cost of an appraisal for tax receipt purpose is the responsibility of the donor.
  
10. The museum acquires collection for preservation and does guarantee the display of any object accepted as part of the collection.
  - a. Items not on exhibition are stored according to the Canadian Institute of Conservation standards.
  - b. The collection is our main resource when creating temporary exhibitions.

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- c. The collection is available for use by researchers, school classes and other educational programs on the premises of the Moncton Museum.

11. The registration system, as outlined in the following section of this Collection Management Policy, will be followed. All additions to the collection will be promptly recorded.

## 5. Accessioning and Deaccessioning

The museum currently uses the Provincial collection registration software Collective Access. However, the accession process is independent of any software and has been recorded on paper in the past.

1. It is understood that objects will not be accessioned into the collection with the intent of eventual disposal.
2. All items accepted in the collection will be accessioned and given a unique number recorded in a computerized accession register.
  - a. The unique number should be applied to the item in the most discrete and secure way possible.
  - b. The accession file should contain all pertinent information regarding the item including but not limited to: materials, date of creation, function, user, provenance, donor, and location of related or complementary material.
3. Accession numbers may not be reused.
4. Inventory location should be recorded for all accessioned items.
5. The Canadian bilingual nomenclature will be used for the description of all accessioned objects.

### **OBJECTS TO BE DEACCESSIONED:**

It is the policy of Moncton Museum to view the disposal of any part of its collection with considerable reservation.

6. Maintenance of the collection is a curatorial function. Any action regarding the disposal of material by sale, transfer, exchange, or destruction will be proposed by the Collections and Research Library Coordinator.

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7. The final authority for deaccession of any item in the Museum's collection rests with Collection Committee of the Moncton Museum. No item shall be deaccessioned by a single individual. The Committee reach agreement for an item to be deaccessioned.
  - a. Any deaccession for which the Committee does not reach agreement shall be determined by Moncton City Council.
8. The Collections and Research Library Coordinator will select an appropriate method of disposal for objects once assured that the proposed disposal does not contravene any existing legislation, or the terms of the gift or bequest.
9. The disposal of any deaccessioned object will be fully documented, and the information maintained in the collection records.
10. Objects to be deaccessioned will not be donated or sold privately to any staff member of the City of Moncton.
11. The disposal of non-accessioned or non-registered material may be by gift, transfer, exchange, sale or destruction at the discretion of the Collection Committee.
12. Any revenues from the disposal by sale of any item from the museum will be placed in the Museum Endowment Fund.

## 6. Inventory and Records

1. Objects in the collection will be assessed periodically to determine the following:
  - a. Collection Priorities: after determining gaps in the current collection and assessing new programs and project requirements, priorities for future collection needs will be identified.
  - b. Establishment of a Reserve Collection: duplicate objects will be identified for study purposes, loaned to other institutions, or used in educational program kits.
  - c. Conservation: objects in the collection requiring immediate conservation work and those that will require conservation work within the next two years will be identified and documented.
2. All inventory movement will be tracked.
  - a. Any accessioned item movement will be recorded in the computerized accession register.
  - b. Any items received but not yet accessioned will be stored in designated processing locations.

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- c. Any items loaned to another qualified institution will be recorded and should be accompanied by a loan agreement and a condition report.
    - i. The loan agreement should include the terms of the loan: institution, person responsible, duration, use, value, transportation, conservation requirements.
    - ii. The condition report should be completed and signed by a representative of both institutions at the time of the loan and upon return of the item.
  - d. Any items received on loan will be recorded and will be subject to the instructions provided by the lending party.
3. Museum personnel will maintain legal and curatorial documentation in order that clarity of title, history, and proper authenticity may be readily available via computerized accession register and/or document files.
    - a. Records will be reviewed periodically to ascertain that all objects have been researched and properly documented.
  4. Museum personnel will ensure timely and complete back up of all computer records.

## 7. Care and Handling

1. The Moncton Museum will maintain and follow a professional conservation program based on the Canadian Conservation Institute (CCI) best practices.
2. The Moncton Museum has and will maintain appropriate environmental monitoring and control equipment for storage and display of its collection.
3. Periodic examination of the collection will ensure objects are monitored for deterioration and will identify those objects requiring conservation or restoration.
4. Treatment and restoration of any accessioned object should be performed with care and thoroughly documented.
  - a. Minor treatment and restoration procedures can be done by staff following CCI guidelines.
  - b. Any major treatment or restoration should be conducted by qualified professionals only.
  - c. Alternative conservation assistance will be sought for those objects requiring specialized equipment or procedures.
5. All personnel and volunteers will be sufficiently cognizant of the proper handling procedures for objects in the collection in accordance with CCI best practices.

## 8. Administration and Contact

**City Clerk's Office**

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