

Council Policy No.:	xx
Council Policy Name:	City of Kawartha Lakes Artifact Policy
Date Approved by Council:	
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Form	Artifact Acquisition Management Directive, Deaccession Management Directive, Incoming and Outgoing Loans Management Directive Canadian Museum Association Ethics Guidelines

DRAFT

Policy Statement and Rationale:

Under the City of Kawartha Lakes Artifact Program, the permanent artifact collection is held and managed in the public trust on behalf of the people of the City of Kawartha Lakes. The day to day care, management and interpretation fall under the jurisdiction of the staff of the Economic Development Division of the Development Services Department.

This policy shall establish principles that outline the parameters by which the City of Kawartha Lakes Artifact Program shall become the official repository for 3-D objects at the City, in accordance with recognized artifact collection care and management standards; including the acquisition, deaccession, care, preservation and access to the artifact collection of the City of Kawartha Lakes.

This policy acknowledges and respects the unique and important artifact collection that is displayed, interpreted and stored at the Fenelon Falls Museum.

Objectives:

1. Acquisition, Deaccession, Care and Preservation and Access to the Artifact Collection

- a. To ensure the manner by which records are acquired, deaccessioned, cared for and preserved and made accessible to researchers, elected officials and staff remains consistent with the Artifact Management Directives and the Canadian Museum Association- Ethics Guidelines.
- b. To establish an accountability framework defining the roles and responsibilities of staff.
- c. To ensure there are uniform guidelines pertaining to access of the collection by staff and public.

2. Research

To facilitate the use of the City of Kawartha Lakes artifact collection in collaboration with staff, volunteers and public, as a viable institution for history research in the academic, public and private sectors.

Authorities

This policy does not apply to:

- Local historical societies, boards or heritage sector staff that have ownership and control over its own artifact collection and records.

Scope

The Artifact Policy is intended to govern the ways in which the City of Kawartha Lakes collects, preserves and deaccessions its artifact collection through the direction of its Mission and Mandate:

Mission

The mission of the City of Kawartha Lakes Artifact Program is to be a well-integrated community resource that engages the public and visitors through the promotion of historical preservation, education and research as related to the Kawartha Lakes region. The Artifact Program seeks to encourage a connection to the past by providing on going historical exhibits, programs and community engagement opportunities.

Mandate

The City of Kawartha Lakes is committed to collecting, preserving and make publicly accessible tangible objects that are considered to be significant to, and representative of, the human and natural history of the Kawartha Lakes region from first settlement to present day.

1. Definitions

Defined terms in this policy:

“Access” is described as a fundamental responsibility. Access provision can be considered in both physical and intellectual terms. Taking steps to provide barrier-free access that accommodates people who use wheelchairs; people with reduced hearing or visual ability; and people with reduced stamina, strength, dexterity, and speed. Intellectual access that underlie museum work, and to resources ranging from gallery space to the repatriation of cultural artifacts.

“Accession” refers to an object that has been acquired by an institution as part of its permanent collection; the act of processing and recording an addition to the permanent collection.

“Artifact” is an object created or produced by humans; a product of human art, craft or workmanship.

“Artifact Collection” refers to a group of related objects and the information resources associated with them, collected according to specified criteria based on the institutions mandate. An institution’s collection is accumulated and identified for purposes of preservation, research, exhibition and programming.

“Care of Collections” is the standards of care that are defined by preventative conservation principles. They are the preventative conservation and handling practices, procedures, and systems put in place to ensure the collections’ safety.

“Civic Collection” is defined as artifacts belonging to the Corporation of the City of Kawartha Lakes and its predecessor municipalities.

“Council” means the Council of City of Kawartha Lakes;

“Economic Development Officer- Curatorial Services” refers to a person employed by the City with that title, or his or her delegate.

“Deaccession” the process, formally approved by the institutions governing authority, of permanently removing an object from the museum’s collections. All deaccessions must be documented in the collection records.

“Loan” is a term that describes objects temporarily released from the museum’s collections to another organization, or temporarily borrowed by the museum from an individual or organization. Loans do not involve any change in ownership.

“Object” is an artifact, specimen or work of art held in an institutional collection.

“Permanent Collection” refers to artifacts that have been accepted in the public trust as outlined by the Artifact Acquisitions Policy.

“Preservation” is the act of keeping something safe from deterioration or destruction

“Provenance” is the successive ownership of possession of an object.

2. Principles and Objectives

The principles of the City of Kawartha Lakes Artifacts are as follows:

- a) Any artifacts gifted to or transferred to the City of Kawartha Lakes through donation, purchase or transfer
- b) The City of Kawartha Lakes permanent artifact collection will acquire, preserve, interpret and make available artifacts that record the City of Kawartha Lakes’ historical development, from first settlement to present day, of both the human and natural and institutional history, ongoing activities, and those of its associations, families and individuals.
- c) The foundational concepts of the permanent artifact collection are:
 - a. It is held and managed in the public trust on behalf of the people of the City of Kawartha Lakes;
 - b. The care of collections will encompass all artifacts, not only the permanent civic and non-civic collection, but also items loaned to the City of Kawartha Lakes;
 - c. Applicable to all 3-D artifacts regardless of location, medium or value;
 - d. Ontario Standards for Community Museums is the basis of artifact care, preservation and policy;

Collections Development Objectives are as follows:

Whether planned or opportunistic, acquisitions into the City of Kawartha Lakes permanent artifact collection will be made by the below priorities:

- a) Acquisitions will be accepted that strengthen the collections areas in which there is a current specialization and recognized historical interest, especially if those objects are threatened by destruction or removal from the community;
- b) Acquisitions that broaden the comparative base of established collections areas;
- c) Acquisitions to expand the general nature of the collections within the Historic Themes of artifact collecting.

3. Roles and Responsibilities

This Policy applies to Council and all employees including:

The **Economic Development Officer- Curatorial Services** administers the day-to-day requirements of the Artifact Program including acquisition, care and preservation, management, deaccession, incoming and outgoing loans, policy and directive development and access to the City of Kawartha Lakes artifact collection.

The **Economic Development Officer- Curatorial Services** shall submit to Council an annual report for the Artifact Program which will describe the activities of the program, including a list of the acquisitions and deaccessions made under the terms of this policy.

If items are to be accepted into the City of Kawartha Lakes permanent artifact collection and the Economic Development Officer- Curatorial Services is unavailable, **a designate**, as appointed by the Economic Development Officer- Curatorial Services, can provide assistance.

4. Accountabilities

The Economic Development Officer- Curatorial Services will:

- Direct and approve collecting priorities
- Prepare policies and management directives in relation to the needs of the artifact collection
- Execute Artifact Deed of Gift Agreements
- Accession and catalogue each acquisition that is donated
- Plan, execute and document any and all artifact deaccession candidates
- Develop, install, evaluate and document all in house and travelling exhibitions
- Provide artifact care, storage and preservation, in accordance with artifact collection management standards for all City of Kawartha Lakes artifacts
- Work with the Maryboro Lodge Fenelon Falls Museum Board Committee of Council in accordance with the Council approved Terms of Reference, as may be updated from time to time.

Policy

The City of Kawartha Lakes Artifact Program is made up of three collection categories:

1. Civic Artifacts

Artifacts that belong to the City of Kawartha Lakes and its predecessor municipalities that possess enduring historical value shall be transferred to the custody of the City of Kawartha Lakes artifact collection. These artifacts and their associated documentation have permanent retention within the City of Kawartha Lakes.

Donations offered to the City of Kawartha Lakes Artifact Collection or objects that have been found in private collections, that have for whatever reason, fallen into the custody of Non-City individuals, groups or organizations should be treated as City property and considered for acquisition on that basis. Despite being separated from City's custody, the City asserts ownership over those object(s). A receipt may be issued to acknowledge transfer of custody but a Deed of Gift Form is not to be completed as the custodian does not have ownership of the object(s).

Artifacts in this collection are considered to be in the City of Kawartha Lakes permanent collection.

2. Non-Civic Artifacts

Non-city artifacts deemed to possess historical value that meet the Artifact Vision and Mandate and Artifact Acquisition priorities may be acquired as a donation to the City.

Non-city artifacts deemed to possess historical value that meet the Artifact Vision and Mandate and the Artifact Acquisition priorities may be purchased by Curatorial Services, subject to the availability of funds.

To donate materials to the City of Kawartha Lakes Artifact Collection, a donor must have clear title to the materials and must assign and transfer ownership and title to the City of Kawartha Lakes.

Curatorial Services may be presented with materials for which documentation of legal ownership or custody is not available. Under such circumstances, provided that Curatorial Services has a good-faith belief that its actions to acquire, preserve and provide access to the material will not infringe upon pre-existing intellectual or physical property rights, it may acquire the material.

Where material has been abandoned with Curatorial Services, the City of Kawartha Lakes may assert ownership over and accession the material into its holdings provided it is reasonable to believe the material was intentionally abandoned or anonymously donated to the permanent artifact collection.

A reasonable and sufficient amount of time must elapse to ensure there are no third-party enquiries or assertions of claim to the material.

Artifacts in this collection are considered to be in the City of Kawartha Lakes permanent collection.

3. Educational Collection

This collection is defined as a group of objects that are not accessioned into the permanent artifact collection and reserved for the exclusive purpose for educational purposes. Objects in this collection are to have a life cycle. When it is determined by the Economic Development Officer- Curatorial Services that the object is no longer safe or useful for educational purposes, it will be disposed of.

As with the permanent collection, the educational collection will be inventoried and stored separately from the permanent artifact collection.

4. Artifact Holdings

The Economic Development Officer- Curatorial Services is responsible for the safety and security of all artifacts that make up the City of Kawartha Lakes artifact collection.

Storage facilities for the permanent artifact collections that are not on display, on loan or undergoing conservation treatment will be located in a secure City of Kawartha Lakes facility including the Corporate Records Centre, City Hall, Lindsay Municipal Service Centre and Maryboro Lodge- Fenelon Falls Museum.

The Artifact Program may deaccession artifacts from the permanent artifact collection that fall outside of the Acquisitions Management Directive or which are found to pose a threat or hazard to staff and/or the rest of the artifact collection.

In accordance with the Canadian Revenue Agency, the City of Kawartha Lakes will not return deaccessioned objects to their original donors or donors' estates.

5. Access to the Artifact Collection

On behalf of present and future generations, the City of Kawartha Lakes acquires and preserves objects in the permanent artifact collection for study reference and presentation to the public, together with relations information.

City of Kawartha Lakes staff or volunteer access level will be determined by the Economic Development Officer- Curatorial Services as those who handle objects in the permanent artifact collection must be appropriately trained and supervised.

- 5.1. Physical Access- The City of Kawartha Lakes will provide physical access to the permanent artifact collection through exhibits, loans and research purposes;
- 5.2. Intellectual Access- The City will provide intellectual access to the permanent artifact collection through the interpretation of objects using multiple platforms;
- 5.3. Research Access- External applications to access the City of Kawartha Lakes for the purposes of research will be accepted in writing by the Economic Development Officer- Curatorial Services and considered on a case-by-case basis.

Access to some records may be restricted by donor or legislative requirements. The City of Kawartha Lakes adheres to the Copyright Act 1985 and the Municipal Freedom of Information and Protection of Privacy Act (Ontario), 1990.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	[Date]	Initial Release	