

Council Policy No.:	<b>CP2024-0XX</b>
Council Policy Name:	Archive Exhibition Policy
Date Approved by Council:	
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	Archives Policy 2021-037, SOP2023-002 Care and Handling of Archival Materials

## Policy Statement and Rationale:

Exhibitions are one of the ways in which archival repositories display and promote their collections. This policy is to set forth the parameters by which the display of archival items may be exhibited at since important collections are often loaned for both external and internal entities to the City of Kawartha Lakes municipal government.

The rationale for this policy is because it is necessary to set forth the parameters under which materials from the City of Kawartha Lakes Archival Services archival collection can be displayed. Archival collections of importance, such as the Anne Langton sketches, are often loaned out to other repositories, both a part of the municipal government and to outside ones, such as the Kawartha Lakes Gallery or the former Olde Gaol Museum now Kawartha Lakes Museum and Archives. The conditions under which the items will be allowed to be displayed at are of the utmost importance as being outside of their environmentally controlled environment will speed up their deterioration.

## Scope:

### Definitions:

**“Lux”** means the unit of illumination equal to the illumination produced by the luminous flux of one lumen falling perpendicularly onto the surface one square meter and is equal to 0.0929 foot-candle;

**“Materials”** means an item composed of one or more of the various formats of records, such as audio-visual media, paper records, parchment records, sketches, paintings, ledgers, etc., found in the archival collection;

**“Media”** means the plural of medium and refers to the physical materials that serve as the carrier for information;

**“Relative Humidity”** means the amount of moisture in the air expressed as a percentage of the maximum moisture air can hold at a given temperature;

## **Policy:**

This policy is meant to outline the environmental and display parameters that must be adhered to in order to ensure the best possible environment for the archival materials on exhibition. These parameters apply to all entities both internal and external to the City of Kawartha Lakes and set the conditions under which the archival collection shall be displayed.

1. The City of Kawartha Lakes Archival Services program will engage in:

### **1.1 Non-Permanent Internal Exhibitions**

The City of Kawartha Lakes Archival Services may display archival materials for a defined period of time of a non-permanent nature. Temporary internal exhibitions are to be developed under the guidance of the Manager, Corporate Records and Archival Services. The Manager, Corporate Records and Archival Services is recognized as the position responsible for setting the parameters under which any items from the Archival Services program may be displayed.

When archival items placed with other departments within the Corporation of the City of Kawartha Lakes or to entities governed by a Committee of Council, the environmental conditions and monitoring set forth in this policy must be followed.

### **1.2 Non-Permanent External Exhibitions**

Temporary exhibitions using items from the permanent archival collection which are part of a municipal initiative such as a display at an external museum or institution for a special event or for promotional purposes at community events are to be developed under the guidance of the Manager, Corporate Records and Archival Services. The Manager, Corporate Records and Archival Services is

recognized as the position responsible for setting the parameters under which city staff may temporarily use archival materials for non-permanent external exhibitions.

When archival items are placed for display or exhibition outside of a city facility but are overseen by City staff, the environmental conditions and monitoring set forth in this policy must be followed.

### **1.3 Non-Permanent Loaned Exhibitions**

Temporary exhibitions using media from the permanent archival collection loaned to entities external to the City of Kawartha Lakes municipal government or its governance through a Committee of Council are to be developed in cooperation with the Manager, Corporate Records and Archival Services. The Manager, Corporate Records and Archival Services will set the parameters by which loaned archival materials may be displayed or exhibited at these repositories or institutions. Signed loan agreement are also necessary.

All borrowed materials must be cared for and handled according to all current archival standards as described in Records and Archives SOP2023-002. No scanning of items when they are on-loan will be allowed under this policy.

When archival items are loaned to outside entities the environmental conditions and monitoring set forth in this policy must be followed.

This policy does not allow and precludes permanent loans either within the City of Kawartha Lakes departments, entities governed by a Committee of Council, or to repositories outside of the municipal government.

## **2 Parameters of Exhibition**

The archival media used for an exhibition must be physically maintained and cared for throughout their duration of display. This includes adherence to the following environmental parameters:

- 2.1 Light levels may not exceed 100 lux (50 lux for sensitive media);
- 2.2 If windows or skylights are present in the display area, the appropriate filters or lighting blocks are affixed to
- 2.3 Ambient temperature should be 20°C ± 2°;

- 2.4 Relative humidity must be between 35% and 40%  $\pm$ 5%;
- 2.5 If display cases are used it must be ensured that the temperature and relative humidity within are the same as the ambient environment and must contain vents, covered with material to filter out pollutants, to ensure airflow;
- 2.6 Daily monitoring and logging of the display environment for light levels, temperature, and relative humidity to be shared with the Manager, Corporate Records and Archival Services to be included with the display history of exhibited items; and
- 2.7 If photographs of the archival items on display are to be taken please ensure no flashes are used.

Non-adherence to these parameters will result in the Archival Services program requesting displayed items to be returned to the City of Kawartha Lakes Records and Archives Centre.

### **3 Selection for Display and Exhibition**

When items are requested for exhibition they must undergo an assessment by the Manager, Corporate Records and Archival Services. This is to ensure they are not at an increased risk for deterioration or damage or require additional environmental controls such as reduced lighting (maximum of 50 lux)

#### **3.1 Condition Reporting for Archival Materials on Loan for Exhibits**

Items requested by external organizations for use in an exhibit will be reviewed and a Condition Report form will be completed by the Manager, Corporate Records and Archival Services (or staff). This form will document details about the current condition of the item, including supporting photographs, before an item is removed from the collection. Upon return from an exhibition loan, the item(s) will be assessed and compared against the original Condition Report and any damage will be noted. Any damages and potential compensation for repairs will be discussed as required.

#### 4 Copying and Reproduction of Archival Materials

The copying or scanning of archival items loaned to internal to the City of Kawartha Lakes, to entities governed by Committees of Council, or external repositories is strictly prohibited under this policy.

Revision History:

Proposed Date of Review:

<b>Revision</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Requested By</b>
0.0	[Date]	Initial Release	