



Association
of Manitoba
Museums

**STANDARDS FOR
MANITOBA MUSEUMS**

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1995

Association of Manitoba Museums (1972) Inc.
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A.M.M. Standards for Manitoba Museums

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Introduction

On the occasion of the Association of Manitoba Museums' 1991 Annual Meeting, the membership approved a document prepared during the previous year, "The Association of Manitoba Museums' Code of Ethics". At the 1992 Annual Meeting a committee was empowered to formulate and introduce a program of standards for the Manitoba museum community. The *A.M.M. Standards for Manitoba Museums* is a product of the work over the course of the intervening years.

In addressing the work a committee chaired by Tim Worth, AMM Past President, compared the work of other organizations, analyzing the vast amount of information that had been prepared previously. It was an obvious advantage that so much work had been done. Seeing the duplication that already existed between other similar documents the important decision was made to not re-invent an entirely new standards document. Instead it would be a matter of refining all the available information to suit the Manitoba museum community.

Three concepts are incorporated into the standards document, which makes the Manitoba Standards Program different from, that which others have formulated. These are:

- (1) "The Association of Manitoba Museums' Code of Ethics".
- (2) A Prerequisite Standard that serves to separate the collections of curiosities from the collections, which true museums, maintain. This standard defines what the Association of Manitoba Museums currently recognizes as a museum.
- (3) The utilization of a "Goal" statement within each sub-heading, which is intended to provide a focus for, the individual standards found within that sub-heading.

The Standards document is divided into three units, one of that is further divided into two sub-units. Each of these units or sub-units is provided with a set of policy statements. The intention is that the individual standards identified by the headings will give meaning to the identified policy.

Since levels of achievement are key to any document that deals with standards the AMM's Standards document is divided between Basic Standards and Specialized Standards.

- **Basic Standards** are the essential practices required to manage all sizes of museum. Through them the museum will be effective, publicly accountable and able to preserve the collections of the community in which it exists. Basic Standards can usually be achieved with basic education, modest expenses, and techniques, often based on common sense. They are applicable to all museums from the smallest volunteer run facility to the largest professionally staffed institution.

- **Specialized Standards** are provided for those institutions with greater staff and financial resources.

While most museums will either currently meet many of the Basic Standards or are striving to do so, there will be some instances where a museum has even achieved a Specialized Standard, that is commendable. It will be quickly realized by many museums that not all the Basic Standards are applicable to their situation. It is perhaps best said in the Museums Association of Saskatchewan's own Standards document, "It is left to each museum... to determine according to its own aspirations and resources, which standards apply in its case." For most museums the *A.M.M. Standards for Manitoba Museums* will provide some guidance towards self-improvement.

Standards, You and Your Museum

Occasionally the question is asked, "Why should Manitoba be working on a program of Standards?" It is not, as some people suspect, because other provinces have already adopted Standards or are in the process of doing so. One of the prime reasons why it is occurring is because the museum community has shown an interest in improving itself. This is best typified by the number of individuals who have been taking the Basic Level Training courses offered by the Association of Manitoba Museums and other training agencies. This shows an interest in improving how they wish to do things within their own museum. Furthermore, the acceptance of such a document serves to:

Create a measuring stick by which we can judge ourselves and in so doing provide guidance for self-improvement such as through a review of policies or procedures;

Provide background to explain the reasons for funding requests; and

Show that we are taking a responsible approach to the preservation of our collections.

By establishing these Standards we are setting goals for ourselves, the keepers of Manitoba's heritage resources.

There are many resources available to community museums that wish further information about achieving various standards. The Association of Manitoba Museums is willing to assist anyone with questions or goals, which they wish to meet.

At the 1994 Annual Meeting of the A.M.M. the membership voted to accept the Standards document, with full knowledge that revisions will occur in an ongoing basis as museums and the museum profession develops.

The committee wishes to thank the members of the Manitoba museum community, the Alberta Museums Association, the Museums Association of Saskatchewan, the British Columbia Museums Association and the Manitoba Heritage Conservation Service for allowing information to be abstracted for the formulation of the AMM's Museums Standards document. The work of the Manitoba Department of Culture, Heritage and Citizenship - Historic Resources Branch, the Manitoba Council of Archives, the Association of Manitoba Archives, guidance from Wendy Molnar - AMM Training Coordinator and Marilyn de von Flindt, has influenced the work of the committee and it is all greatly appreciated.

**The Association of Manitoba Museums'
Code of Ethics**

At the Annual Meeting of the Association of Manitoba Museums, held on October 25, 1991, a motion was approved for the adoption of a Code of Ethics.

It was approved that the Association of Manitoba Museums, following the principles of the Canadian Museums Association, adopt the following three codes as standards by which the museums with its organizations are expected to operate.

The codes state that with respect to:

Its Collection

The museum community must strive to achieve the highest attainable standards for the collections within its care. It shall follow policies, which are accepted within the profession, respecting acquisition and disposal of items pertaining to the museum, as well as avoid misuse and illegal activity.

Its Volunteers and/or Employees

The museum owes its volunteers and/or paid staff respect for their knowledge and sufficient support to carry out their assigned responsibilities, as well as support each individual's right to upgrade their skills. At no time should either a volunteer or employee be required to perform tasks which would place that individual in a position of compromise or likewise jeopardize the credibility of the museum.

The Public

The museum owes the public reasonable access and service according to its policies and accepted practices. In the presentation of exhibition material the museum is expected to be honest and objective.

Prerequisite Standard

Within our communities there are a wide assortment of facilities and even homes with interesting things to see. Some are simply storehouses of curiosities while others offer a more professional approach to their endeavour and wish to be recognized under the title "museum". Sometimes it can be difficult to separate one from the other especially in the eye of the tourist or funding official. However by meeting a set standard it becomes quite easy to separate the collection of curiosities from the true museum collections.

In setting out towards the development of a program of standards, for the Manitoba museum community, it was considered vital that a "Prerequisite Standard" be clearly defined and set down as a component of the Program. Thus if an organization or institution meets these fundamental criteria then they are worthy of the title "MUSEUM". Then having achieved this level of standard they may wish to achieve a higher standard such as those identified under the heading "Basic Level".

In establishing this Prerequisite Standard, the decision was made that the definition of a museum, as adopted by the Association of Manitoba Museums, would suffice. It states:

A museum is a not-for-profit, permanent organization, open to the public at regular hours. A museum acquires collections of objects and preserves, researches, communicates and exhibits these collections, for the purposes of public study, education and enjoyment.

UNIT 1 ADMINISTRATIVE MANAGEMENT

In making the transition from private collection to public museum, objects of human or natural history in origin, come under the influence of various administrative functions. The principles of accountability and responsibility are cornerstones to the proper management of public collections. These principles are accounted for in the standards to be found in the following seven sections.

Administrative Management Policy

- 1) The museum is constituted on the basis of some organizational document such as municipal bylaws, a constitution of a not-for-profit corporation or such other document giving evidence of the facility's legal existence.
- 2) Within the museum's constituting document provisions have been made for its dissolution.
- 3) The museum is knowledgeable of all levels of laws governing its operation.
- 4) The museum's operation is governed by a Statement of Purpose/ Mission Statement.
- 5) The museum adopts the Association of Manitoba Museum's Code of Ethics as a guideline to its operation or adopts a similar document.

1.1 Governing Body

Goal: To provide effective and publicly accountable management for all aspects of museum operation.

Basic Standards

- 1) The governing body regularly meets; it examines the activities of the organization and periodically reviews its guidelines.
- 2) The responsibility for all financial and policy decisions rests within the governing body.
- 3) In reviewing a year of operation, the governing body prepares an Annual Report of the activities and financial affairs.
- 4) The governing body recognizes the importance of basic level training, such as that, which the Association of Manitoba Museums provides, and endeavours to acquire such training at the board level.

Specialized Standards

- 5) Specific duties are delegated to individuals on the Board of Trustees and subcommittees are used whenever possible.

1.2 Financial Management

Goal: To provide for sound and publicly accountable financial management practices.

Basic Standards

- 1) The museum undertakes short and long term financial planning.
- 2) The museum prepares an annual report that includes a summary of its programs and activities and a financial report.
- 3) The museum assigns the responsibility of monitoring its financial affairs to a single individual.
- 4) The museum prepares a formal annual budget.
- 5) The museum submits its accounts for an annual audit or external review.

Specialized Standards

- 6) The museum has clearly outlined its fiscal policy or financial long-term plan.
- 7) The museum operates a fund raising program.
- 8) The museum publicly acknowledges donations.
- 9) The museum employs a long-range planning committee in the planning process.
- 10) The sole function of administering the institution's financial affairs is assumed by a designated individual, expert in that field.

1.3 Personnel Management

Goal: To create an atmosphere that is conducive to the development of excellence, for staff and volunteers.

Basic Standards

- 1) The museum has task orientated job descriptions.
- 2) The museum complies with provincial and federal employment standards legislation.
- 3) The museum maintains a record of all volunteers' hours.
- 4) All staff, paid or volunteer, is provided with an orientation on the history of the institution and their individual responsibilities.

Specialized Standards

- 5) Sufficient trained staff is available for all museum activities so as to provide efficient and effective management of the museum.
- 6) The museum has a written manual for board orientation.
- 7) The museum has a written personnel policy with position orientated job descriptions that are subject to periodic review.
- 8) The museum has a written description of the administrative chain or delegation of authority.
- 9) The museum has made provision for the professional development of its staff.
- 10) The museum designates an individual whose responsibility is volunteer management.
- 11) The museum provides a procedure for dealing with staff grievances.

1.4 Security, Safety and Emergency Planning

Goal: To ensure that the museum meets optimum levels of security and safety, which place neither the visitor nor the facility at risk.

Basic Standards

- 1) The museum employs all procedures that provide maximum safety for its staff and visitors.
- 2) The museum consults with police officials periodically to carry out security checks of the facility.
- 3) The museum maintains strict control of access to non-public areas and confidential information.
- 4) The museum consults with local fire department officials concerning fire regulations and complies with fire codes. The museum consults with the fire department concerning the means of improving fire safety.
- 5) The museum maintains a first aid kit sufficient to meet the needs of the activities carried out within its grounds. It also ensures that all staff knows where the first aid kit is kept.
- 6) The museum is maintained in compliance with all codes relating to public health, safety and construction.
- 7) If chemicals or equipment are used (e.g., during restoration work or machinery demonstrations) staff and volunteers are made aware of the hazards and appropriate precautions.
- 8) The museum routinely attends to the maintenance and repairs of all buildings, structures, etc.
- 9) The museum clearly posts all emergency exits and exit routes.

Specialized Standards

- 10) The institution has a written disaster prevention and response plan.
- 11) The museum has individuals trained in first aid by a recognized authority.
- 12) The museum supervises all public areas during operating hours.
- 13) The institution has a workplace safety and health committee.
- 14) The institution uses automatic detection systems for security and disaster prevention.
- 15) The museum has assigned an individual the responsibility of monitoring and advising on matters of occupational health and safety.

1.5 Public Access and Service

Goal: To provide public access and service to the best of its abilities.

Basic Standards

- 1) The museum posts signs that clearly identify direction and other visitor useful information.
- 2) The museum ensures that all public areas are clearly lit with special attention being paid to staircases.
- 3) The museum maintains all public walks and/or internal road surfaces in a safe condition for all seasons in which they are in use.
- 4) The museum clearly identifies its hours of operation or when open on an "on request" basis, it shall be reliable and easy for visitors.

Specialized Standards

- 5) Access by the physically challenged is facilitated wherever practical. Where access is impractical it is appropriate to provide alternative programming, exhibits and/or interpretation to provide a comparable experience.
- 6) The museum has some policy dealing with photography by visitors.
- 7) The museum is able to provide reasonable access to its collections and associated documentation for researchers and members of the general public with legitimate interests in the same.

1.6 Insurance

Goal: To provide a safeguard against risk or harm for the museum worker, collection and visitors alike.

Basic Standards

- 1) The museum examines the merits of having insurance coverage for its buildings, equipment and furnishings under a comprehensive insurance policy.
- 2) The museum has public liability insurance or an equivalent provision.
- 3) The museum ensures that objects received on loan or lent out are insured while in transit and while on the borrower's premises.
- 4) The museum has made adequate provision for coverage of personnel either through its insurance company or through the Workers Compensation Board.

Specialized Standards

- 5) The museum examines the merits of having some form of insurance for its collections and all valuations for its collections are reviewed and revised periodically.
- 6) The museum has insured against the possible dishonest acts of its staff and volunteers by purchasing fidelity insurance.

UNIT 2 PROGRAM MANAGEMENT

The evolutionary process of museum development takes one through the stages of collecting and organization. Once completed, programme development will come naturally if not simultaneously.

The standards associated with program development and program management will ensure that two things are accomplished:

- (1) The information carried with the objects into our collections will be interpreted in an honest and comprehensible manner;
- (2) The responsibilities that have been entrusted to us as keepers of our heritage resources will be respected.

Program Management Policy

- 1) The museum's programs are in keeping with its Statement of Purpose.
- 2) The museum incorporates program development as part of its budgetary consideration..
- 3) The museum carries on the following program activities: exhibitions, collection management and research, conservation and/or public programming.
- 4) The museum follows a logical planning process in the development of its exhibits.
- 5) All personnel working with or around exhibited material are trained in either object handling procedures or general care considerations.

2.1 Exhibition

Goal: To provide exhibits which convey specific messages to selected audiences in an accurate and visually attractive manner.

Basic Standards

- 1) The exhibits are arranged in a logical sequence to explain a theme or tell the story or are based upon some other formal organizational principle.
- 2) Exhibit labels are accurately prepared.
- 3) The museum does not attempt to represent replica pieces as original.
- 4) Objects are exhibited in a manner to minimize physical or chemical damage.

- 5) At regular intervals the condition of objects on display is checked.
- 6) Exhibits are kept clean and free of dust.
- 7) Exhibit structures are built for ease of maintenance as well as with security in mind.
- 8) Exhibit structures are neatly and attractively arranged to permit visitors to move easily and comfortably through the space.
- 9) Smoking and the consumption of food or drink are not permitted in display areas.
- 10) A reasonable level of supervision is maintained during open hours.
- 11) Collections that are placed on display are secure from being handled by the visitors, except when they form a component of a hands-on exhibit.

Specialized Standards

- 12) Exhibit cases are lit from outside their cabinets or from separately ventilated lighting compartments.
- 13) The institution records the amounts of time collections are on exhibit, to prevent excessive cumulative exposure to light.
- 14) Condition reports are completed before and after the loan of any collections.
- 15) Public programming, public relations and marketing personnel have detailed input early in exhibition planning so that they can plan associated programs in their areas.
- 16) A detailed schedule is prepared for each exhibition project and for the exhibition program.
- 17) An individual is assigned responsibility for exhibition programs and project scheduling.
- 18) The museum employs the services of skilled in-house or contract personnel for exhibition planning, design and production.
- 19) The exhibition concept and objectives are developed with consideration of the characteristics of the intended audience.
- 20) The museum consults with a conservator when planning an exhibit.
- 21) The museum can isolate or seal exhibit spaces when security and/or conservation reasons dictate.
- 22) The museum undertakes formative and summative evaluations of its exhibits.
- 23) The museum regularly issues a publication of its activities, such as a calendar of events or a newsletter.
- 24) The museum publishes the results of in-house research as defined within its research policy.
- 25) The museum publishes souvenir materials, e.g., activity sheets, post cards, local histories, or booklets.

- 26) A conservator is included in the exhibit planning team.
- 27) It is the responsibility of conservators to make recommendations whether a collection can withstand loans or exhibits.
- 28) The institution provides exhibition cases with built in environmental controls if environmental standards in display areas are inadequate.
- 29) Consideration is given to addressing specific needs of a particular audience, during the development of the museum's exhibitions.
- 30) The museum has conducted a formal audience survey and uses the findings in its exhibition and public programming planning.
- 31) The museum employs individuals to work in each area of exhibition design and production.
- 32) An integrated communication plan is developed for each major exhibition and all related activities.
- 33) Individual exhibits and packing cases are constructed to maintain a pollution free environment.
- 34) If audio-visual equipment is used in an exhibit, an audio-loop for the hearing impaired is incorporated.
- 35) The museum has the ability to produce full-colour publications.
- 36) The museum has the ability to produce publications using a computerized publishing system.
- 37) The museum employs an individual with responsibility of directing its publications program.

2.2 Public Programming

Goal: To develop exhibits and/or programs which have the capacity to inform, educate and entertain whether that be in the local setting or as part of an extension program.

Basic Standards

- 1) The museum's public programming supports its mission statement or statement of purpose.
- 2) The museum facilitates an interaction between its visitors and its collection through its public programming.
- 3) All public programming should be consistent with the principles of good interpretation and maintain the integrity and accuracy of the museum.
- 4) The museum delegates all public programming co-ordination responsibilities to a specific individual or committee.
- 5) The museum has taken steps to identify its audience and directs programming to serve it.

- 6) The museum ensures that education programs are planned with an awareness of the curriculum followed in their regional schools.
- 7) The museum is prepared to provide sufficient training to enable the staff to provide accurate interpretation of exhibits or to know where to find the necessary information.
- 8) The museum is prepared to ensure that education activities do not present risks to objects, exhibits, staff or participants.
- 9) The museums' study collections or those deemed for hands-on activities in education programs have been considered expendable.

Specialized Standards

- 10) The museum employs an individual who has been given the responsibility for coordinating school programming.
- 11) The museum follows a written education policy that correlates to the stated objectives of the institution and includes consideration of the various parameters of Program Management.
- 12) The museum uses some form of printed education material.
- 13) The museum undertakes a periodic review and evaluation of its public programming.
- 14) The museum provides teachers with pre-visit information.
- 15) In recognition of the important role of education, in the interpretation of exhibits, education personnel participate in exhibit development.
- 16) The museum has separate space sufficient to meet the needs of the users of the education programs.
- 17) The museum uses education programs as part of its extension services.
- 18) Written teaching manuals are used by the museum as a guide to maintaining consistency in its programs.
- 19) When the museum produces publications it ensures that copyright clearance and publication rights are obtained.

2.3 Public Relations and Marketing

Goal: To inform the public of the museum's mission and activities.

Basic Standards

- 1) The museum has a designated individual who is responsible for public relations and marketing of the museum and its programs.
- 2) The museum endeavours to maintain contacts within the community, for the mutual benefit of all parties that are involved with the museum.
- 3) The museum produces brochures, display pamphlets, etc., which are useful for all those who visit its facility.
- 4) The museum uses regular press releases to keep the media and the public informed of its activities and developments.
- 5) The museum maintains a record of all its efforts in public relations.
- 6) The museum endeavours to ensure that all publicity is accurate.

Specialized Standards

- 7) The museum undertakes a periodic review of the effectiveness of its marketing efforts.
- 8) The museum produces promotional materials for its programs and institution as a whole.
- 9) The museum opens lines of communication with media sources beyond its local area.
- 10) The museum engages in the purchasing of paid promotions.
- 11) The museum takes steps to define a visual identity of itself for the purpose of promotion.
- 12) The museum adheres to a written communication plan that dictates what is said and by whom.

2.4 Research

Goal: To add to existing knowledge of the objects within its collection.

Basic Standards

- 1) The museum undertakes research into its collection, under guidelines outlined in its collections management policy.
- 2) The museum undertakes basic documentation of its collection, as a primary research tool.

- 3) Visiting researchers are permitted access to the collection, under the supervision of a responsible member of the museum.

Specialized Standards

- 4) The museum maintains records of visiting researchers and the objects they have been given access to.
- 5) The museum maintains a general reference library related to its collections for in-house use by staff and visitors.
- 6) Research projects are guided by an individual who has training and experience in conducting research within the specific discipline of the topic area.
- 7) The museum maintains a reference library with lending privileges related to its collections.
- 8) The museum undertakes research in each of three areas: summative research, applied or program research, and basic research.

UNIT 3 COLLECTION MANAGEMENT AND CONSERVATION

Museums collect, research and exhibit the images of society's material history and the world's natural history. The standards relating to Collection Management and Conservation enhance the fulfilment of these three functions. At the same time they add to the credibility of the most basic facility or the largest national institution.

A. Collection Management Standards

Collection Management Policy

- 1) The museum maintains a written collection management policy, which is periodically reviewed.
- 2) Collection management is included as part of the facility's procedures manual.
- 3) The museum includes basic handling and care of objects as part of the orientation and training of all staff.
- 4) The museum makes use of professional conservation advice and services when in doubt about any matter pertaining to the objects within its collection.

3.1 Acquisition

Goal: To develop and maintain a collection in keeping with the museum's Statement of Purpose.

Basic Standards

- 1) The museum has a written acquisition policy formally approved by its governing body, which reflects upon the institution's Statement of Purpose.
- 2) The museum acquires only those objects that it can properly document, preserve, store, maintain and to which it can provide public access.
- 3) The museum does not acquire collections that has been collected, sold or otherwise transferred in contravention of any provincial, national or international laws or treaties.
- 4) The museum has an acquisitions committee with final decision on the acquisition of collected material.
- 5) The museum refrains from the acceptance of donations that come with conditions wherever possible.
- 6) The museum has a tiered system in object acquisition when it is necessary to distinguish between the possible uses of an object, e.g., distinguishing them between permanent collection, interpretative collection or

study collection.

Specialized Standards

- 7) The museum has a Class A rating under the federal government's movable cultural property regulations.
- 8) The trustees of the museum observe the ethics adopted by the professional disciplines represented within the museum.

3.2 Accession/Registration

Goal: To provide an adequate written record of the museum's acquisitions.

Basic Standards

- 1) The museum has assigned registration and record keeping duties or the co-ordination of those duties to a specific individual.
- 2) The museum has established an accurate procedure of record keeping as part of a collection management manual.
- 3) The museum has adopted or developed a standard system of information recording.
- 4) A second copy of the museum's collection records is kept off site.
- 5) The museum issues a temporary deposit receipt for all incoming material.
- 6) The museum employs some means of recording the deaccessioning of items from the museum's collections.

Specialized Standards

- 7) Museums with several departments maintain both centralized and departmental records or at the very least indices to the records.
- 8) Museums with collections representing several disciplines maintain different types of records that relate to the different types of collections, e.g., natural history versus archaeological versus human history.
- 9) The museum adheres to the data entry standards outlined by the Canadian Heritage Information Network (CHIN) and related user groups; and/or data entry standards are defined for internal use.
- 10) The museum maintains controlled access to computerized records and to specific categories of information such as source, location and value.
- 11) The museum verifies its records and maintains back-up copies (and in printed hard copy if deemed necessary).

3.3 Cataloguing

Goal: To provide accessible documentation.

Basic Standards

- 1) The museum's accession and catalogue records will be written in permanent ink or typed.
- 2) A unique number is assigned to each object entering the museum, which is applied or attached to it in a consistent manner.
- 3) The museum's employs a standard method of identifying all objects on temporary deposit, loan or which is part of the permanent collection.
- 4) The method used to apply the number must be appropriate to the specific material and must be consistent with accepted conservation practices.
- 5) The museum catalogues all objects according to the procedures identified within the collection management manual.
- 6) The museum is able to provide ready retrieval of data as well as controlled access to the catalogue records pertaining to confidential information or insurance valuations.
- 7) Should additional information become available the museum is able to update its collection records or produce a cross-referencing of records.
- 8) The museum's record keeping system is linked by cross references to related files such as donor files, photo files, location files, reference files, etc.

Specialized Standards

- 9) Wherever feasible the museum has photos or drawn records of the objects in its permanent collection.
- 10) The museum uses an object classification system in registration and record keeping.
- 11) The museum has its catalogue records computerized where appropriate.

3.4 Deaccessioning

Goal: To manage the disposition of the museum's collection in a publicly accountable manner.

Basic Standards

- 1) The museum shall maintain a written policy on deaccessioning.
- 2) The museum's governing body makes all final decisions regarding deaccessioning.
- 3) When an object is deaccessioned from a museum's collection, other than an item that has been damaged, the object is first offered to other public museums or similar public institutions before any other means of disposal.
- 4) The museum uses all funds derived from the deaccessioning of objects for the direct benefit of the collection, either through acquisitions or direct improvements in collections care.

3.5 Storage

Goal: To provide for safe, accessible and organized storage of a museum's collection.

Basic Standards

- 1) The museum's storage area is used for object storage purposes only.
- 2) The storage location of each object is recorded.
- 3) All unnecessary doors and windows are eliminated from storage areas.
- 4) The museum uses storage areas that are sufficient in size to comfortably house the materials held within them and allows for growth in the collection.
- 5) All doors to and from storage areas and aisles within the storage area are large enough to accommodate the largest possible object and the equipment that might be used to transport it.
- 6) The museum maintains strict control of access to storage areas including high quality locking devices and key control.
- 7) There is sufficient separation of objects and storage equipment to ensure adequate ventilation.
- 8) Objects are not to be stored so high that access to them creates a risk for staff and other objects.
- 9) Pallets and shelves are used to keep objects off the floor.

- 10) Appropriate shelves and cabinets are provided for different types of object collections (e.g., open shelves, drawers, rolled storage cabinets, etc.) as needed.
- 11) All objects are stored using materials that provide proper support and protection (e.g., using boxes, tissue, padding, storage tubes, etc.)
- 12) The museum is expected to obtain advice from knowledgeable people concerning the chemical stability of all storage materials. New storage cabinets are given one month to release chemical gases before use.
- 13) All boxes or other object containers are labelled on the outside with light and water-resistant ink.

Specialized Standards

- 14) Object storage is centralized unless several different divisions are involved.
- 15) The museum's storage area is not located near the building's heating system or sources of vibration.
- 16) The walls of the museum's storage area are not the external walls of the building.
- 17) The museum has separate sealed areas for different components of the collection, e.g., separating natural history collections from human history, etc.
- 18) The museum uses a refrigeration unit, wet storage, dry storage or other types of climatic facilities for storage of objects that require that specialized environment.
- 19) The floors of all storage areas have been tested to ensure that they can carry the weight of the collections and storage equipment.

3.6 Loans

Goal: To provide for legal and accurate documentation of its collection.

Basic Standards

- 1) The museum has written policies pertaining to the acquisition, registration, cataloguing and loaning of object material.
- 2) The museum has a written loan agreement form for incoming and outgoing loans.
- 3) The museum does not loan objects that are judged to be too fragile to survive either the travel or conditions present during the loan period.
- 4) The museum discourages long term loans.

Specialized Standards

- 5) The museum lends material to other institutions or groups only when standards of object care can be

maintained.

- 6) The museum keeps records containing loan information in a file devoted to that class of material.
- 7) The museum's loan policy contains a clause regarding copyright and reproduction rights for loaned materials.

B. Collection Conservation Standards

Conservation Policy

- 1) The institution has a written conservation policy, that has been adopted by the governing body.
- 2) Basic conservation awareness and training is considered an essential requirement for all museum staff.
- 3) The institution has current reference book on conservation.
- 4) The institution includes conservation objectives in its annual and long range plans.
- 5) The institution has a written policy for the planning of conservation treatment of objects or archival holdings.

3.7 Care and Handling

Goal: To reduce the loss or damage of collections through inappropriate care and handling.

Basic Standards

- 1) A written guide is provided to all visitors, staff and volunteers who handle collections.
- 2) Trays, trolleys or padded boxes are provided for moving objects.
- 3) Collections are handled with gloves, where appropriate (e.g., polished metal, porous ceramics, paper, textiles), and otherwise with clean hands.
- 4) Exhibit and storage areas are cleaned on a regular basis.
- 5) Accession numbers are applied to collections using the methods recommended in conservation publications.
- 6) Smoking, eating and drinking is restricted to areas separate from the collections.
- 7) The institution asks a conservator to assist in evaluating the facility and the condition of the collection.
- 8) The institution packs objects that are shipped off premises using methods that provide protection from shock, vibration and climatic fluctuations.

Specialized Standards

- 9) The institution provides a written handling guide to accompany collections transported off the premises.
- 10) The institution has at least one trained professional conservator.

3.8 Environmental Monitoring and Control

Goal: To provide an environment conducive to the long term preservation of the museum's collection.

Basic Standards

- 1) The institution monitors RH and temperature on an ongoing basis and owns a recording hygrothermograph or hygrometer.
- 2) The hygrometers or hygrothermographs are calibrated at least twice yearly.
- 3) The institution protects its collections from environmental extremes by providing ongoing building maintenance. Rapid and extreme changes in temperature and relative humidity are avoided.
 - temperature will be constant with minimum fluctuations, ideally 20 degrees C (68 degrees F).
 - relative humidity will be maintained at a set point between 35% and 65%, with daily fluctuations kept to a minimum.
- 4) Objects that are stored outdoors (such as machinery) are provided with appropriate shelter and drainage.
- 5) All windows in collection storage areas are covered to block out light.
- 6) Light levels from artificial sources in display areas are kept within recommended levels.
- 7) Natural light levels are kept within the same recommended levels with the use of curtains, shutters, ultra violet screening film, and rheostats.
- 8) Measures have been taken to minimize dust in the building, e.g., mats at entrances, painted concrete floors, weather sealing on windows.

Specialized Standards

- 9) The institution has a lending policy that outlines basic environmental standards required by a borrowing institution. This policy requires that objects are packed adequately for transfer and that the environment during transport and at the host institution conforms to these standards.

10) The institution adjusts light levels to those recommended for the materials displayed. The recommended levels are:

- less than 75 micro watts ultra violet radiation per lumen visible light for all collections;
- 50 lux for highly sensitive materials (watercolours, textiles, colour prints, felt-tip pen drawings, colour photographs, parchment with dyes and inks, dyed materials);
- 150 lux for moderately sensitive materials (oil and acrylic paintings, black and white photographs, ivory, wood, painted objects, paper materials).

11) The institution has heating, ventilating and air conditioning systems that achieve the national standards for controlling relative humidity, temperature, and gaseous and particulate pollutants, as published by the Canadian Conservation Institute.

3.9 Pest Control

Goal: To reduce the potential for damage to a museum's collection through infestation.

Basic Standards

- 1) All incoming material is examined for infestation, and suspected infestations are isolated in bags or containers.
- 2) Checks for infestations are included in the regular maintenance schedule for collection areas.
- 3) Rubbish and debris are disposed of immediately.
- 4) Screens are used in open windows and doors. Cracks around windows, doors and foundations are sealed.
- 5) Sealed display cases, storage cabinets, bags and containers are used to keep insects out of collections.
- 6) Infestations that are found are immediately dealt with according to the methods advised by a conservator.

Specialized Standards

- 7) The institution has the ability to seal off storage or display areas, when necessary.
- 8) A designated employee or committee chair leads planning for pest control.
- 9) The institution's facilities include a fumigation chamber, freezers, or freeze-dry chamber.

3.10 Preventative Conservation

Goal: To retard the deterioration of or prevent damage to cultural property.

Basic Standards

- 1) Institutions attain basic standards of preventive conservation through the provision of optimal conditions of storage, use and handling.
- 2) The maintenance of standards of preventive conservation is the first step in preserving the collection and reducing the necessity of treatments being required in the future.
- 3) Institutions consult with the Manitoba Heritage Conservation Service and the Canadian Conservation Institute in the development and the attainment of preventive conservation standards.

3.11 Conservation Treatment

Goal: To ensure that repairs or restoration work on objects are carried out in an acceptable manner.

Basic Standards

- 1) Conservation treatments are conducted by a qualified conservator in accordance with ethics outlines in the International Institute of Conservation - Canadian Group, Code of Ethics.
- 2) Prior to having conservation treatments carried out thorough research is carried out on the object and an assessment of the need for treatment done.
- 3) Whether heritage agencies or a private conservator carries out treatments, treatment procedures and standards as outlined in the IIC-CG Code of Ethics will be followed. This includes: the establishment of the necessity for treatment; a treatment proposal is provided to the institution by the conservator; a record is kept of the treatment including what work is carried out, the materials used and before and after photos; and a detailed treatment report.
- 4) Cleaning, stabilizing and strengthening an object are the primary reasons for doing treatments.
- 5) Restoration or reconstruction is kept to a minimum, and treatments avoid altering the historic material of the object.
- 6) The removal of parts of objects is done as a last resort, and the parts are retained in storage when removed.
- 7) The maintenance of historic machinery is recorded.

GLOSSARY

accession

An object or collection of objects, acquired by a museum at one time from a single source as part of an addition to its permanent collection; the act of recording (processing an addition to the permanent collection).

basic research

Basic research pertains to the fundamental qualities without which the identity of an object would be unclear.

Canadian Heritage Information Network (CHIN)

CHIN is an agency that was developed to establish a comprehensive inventory of Canadian museum collections and to provide collections management services to institutions in all regions of the country.

cataloguing

Cataloguing is a process of classifying, describing and documenting each object in the museum's collection including the descriptive and historical information.

collection management policy

The collection management policy should be developed from the museum's statement of purpose. It should identify what the museum will collect, how it will collect, how it will document and care for the collection, who will do the collecting, how loans will be handled and how decisions will be made about objects that are not suitable for the collection.

communication plan

A communication plan is a purposeful preparation of plans, which clearly identify how ideas and information will be communicated with organizations, outside agencies or the general public. This may mean the delegation of one individual as the spokesperson for the museum.

deaccessioning

The process of permanently removing an accessioned object from the collection, (usually through sale or exchange). This process may also be called decessioning.

fidelity insurance

The insuring of one's employees against the possibility that their actions or words will be interpreted as being untruthful and/or dishonest.

hygrothermograph

A hygrothermograph is an instrument that measures and records on a continuous basis both the relative amount of moisture in the air and the temperature of the air. These instruments are capable of recording these measurements for a day, a week, a month or more.

hygrometer

An instrument for measuring the percentage of humidity or moisture in the air.

lux meter

An instrument which measures the amount of light present in a room or given off by any combination of light sources.

marketing

Marketing involves such aspects as understanding the audience, development of a product to meet the needs identified by research, setting a reasonable price, presenting the product at the right time and place, and then effective communication.

movable cultural property regulations

The Canadian Cultural Property Export and Import Act was created to regulate the movement of cultural property deemed to be important to Canada. Under this Act there are tax incentives available to people whom want to sell or donate significant cultural property to Canadian institutions.

professional development

On the assumption that a better-trained staff will perform their required functions to a higher degree funds are budgeted to enable staff members to participate in periodic training opportunities.

program research

Program research is the step by step evaluation and processing of available information in drawing a conclusion.

psychrometer

A psychrometer is an instrument that measures both wet-bulb and dry -bulb temperatures at the same time. A comparison of the difference between these two measurements against a set of tables enables the calculation of the relative humidity of the air. Due to the accuracy of these instruments they are used to calibrate hygromographs.

registration

Registration is the process of compiling and maintaining a cumulative inventory of all objects in the museum's custody. This may include objects under temporary custody, permanent acquisitions, incoming loans, outgoing loans or deaccessioned objects.

Statement of Purpose/Mission Statement

This is the primary document for all museums. It gives the reason for its existence, what functions it performs, the geographic area served, the subject area and time period represented. It also outlines how the Statement of Purpose can be amended.

summative evaluation

an evaluation that takes place after an exhibit has been installed and visitors have viewed it. The results are used to judge its success or failure.

ultra violet meter

An ultra violet meter is an instrument that measures the ultra-violet component of the light spectrum. These rays are detrimental to many objects, for even short time spans.

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Notes