

BOARD POLICY

Museum Collection

No. 6.6

Signature: Board Chair	Sangeet Bhatia
Board Approval Date:	October 4, 2010
Review By:	3 years: October 2013

Page 1 of 2

Supersedes: 6.6 Last revised: June '95

Cross References:

- | |
|--|
| <ul style="list-style-type: none"> • Museum Collection Procedures 6.6.1 |
|--|

A core activity of The Manitoba Museum is to collect and preserve a systematic and cumulative body of materials (the 'collection') that represent all aspects of Manitoba's human, natural and scientific heritage. This activity is consistent with the Museum's mandate and mission as approved by its Board of Governors (cf. *The Manitoba Museum Act, C.C.S.M. c. M270*).

The Museum's collection is valued for its intrinsic historical, cultural, natural and scientific significance. It serves as an authentic medium to reveal knowledge; to spark public interest in and curiosity about Manitoba's past, present and future; to engender pride in the province's people, places and achievements. In some instances, it consists of the empirical evidence and documentation of field research conducted by staff. As a material resource, it provides the basis of further study, education, and knowledge dissemination through exhibits, programs, publications and other media.

The Manitoba Museum will strive to achieve the highest professional standards of collection management in each of the functions of pre-acquisition, accessioning, cataloguing, care and handling, conservation, loans and deaccessioning. Decisions regarding the use and care of the collection will be guided by principles of permanence, preservation, and sustainability. Collection development will be guided by institutional directives and departmental planning with respect to the ongoing identification and active search for significant materials that will contribute to the further refinement, balance and documentation of the collection. Cooperative exchanges with other institutions in support of this goal will be encouraged.

The Manitoba Museum will apply all applicable laws and professional codes of ethics, such as those endorsed by the Canadian Museums Association (CMA), the Convention on International Trade in Endangered Species (CITES), and the International Council of Museums (ICOM).

All staff in charge of the Museum's collection, under the leadership of the Director of Research, Collections and Exhibits are responsible for implementation of, and compliance with, this policy. The Director will be responsible for developing collection procedures and internal guidelines detailing use of the Museum's collection database software.

Definitions

Accessioning - The procedure for registering a newly acquired object into the museum collection record.

Acquisition(s) – The procedure for obtaining possession of an object, as well as the object(s) so obtained, where legal title in ownership of the object(s) is transferred from an external party to the Museum.

Artefact – An object showing human workmanship or modification; may include traditional or contemporary objects, images (photographs, drawings, charts, plans, maps, etc.), books, oral history recordings, archival materials, etc.

Assemblages – Objects comprised of multiple components created to simulate human, natural or scientific principles, causes and/or effects.

Cataloguing – The disciplinary procedure for researching, assembling and documenting all pertinent information to complete museum object's accession record.

Collection – The collection embraces multiple types, of objects – artefacts, specimens, library and archival materials, interactive assemblages, replicas and models, and supporting documentation and images. These items are either permanent assets of The Manitoba Museum (the Museum, Library/Archives, Science Gallery and Planetarium) or entrusted to it as temporary steward through agreements with other institutions, organizations and individuals.

Collection Database – A searchable, automated repository for storing digitized textual and image records that pertain to the museum collection.

Collection Development – Any activity resulting in an addition to (acquisition) or deletion from (disposition) the collections, for refinement of the collection based on established criteria.

Collection Management – Activities or decisions that balance preservation and use of collections as important scientific and educational resources.

Conservation – The application of science to the examination, maintenance, and treatment of museum objects, stabilizing their physical attributes in their present state.

Deaccessioning - The procedure for releasing the Museum's title in ownership of an accessioned object, prior to enacting the disposal procedure.

Disposal – The procedure informing the permanent, physical removal of an object(s) from the museum's collection.

Documentation – The body of records assembled by museum staff and others to confirm, validate, and secure the identity, provenance, and significance of an object.

Loan – (n) An object that is lent or borrowed; (v) the conditional procedure for giving an object to the museum or other party for an agreed use, length of time, and with attendant care and handling specifications.

Pre-acquisition(s) – The temporary custody of an object, or the object so held, where a reasonable proposition of legal transfer in title to the object, or legal stewardship agreement, is under negotiation between the owner and the museum.

Specimen – A unique and/or representative sample of a natural object, such as a rock, mineral, fossil, animal, or biological organism.