

Board Chair:	Page: 1 of 2 Supersedes: Feb 24, 2014, Feb 21, 2017 Board approval date: Feb 24, 2020 Review by 3 yrs: Feb 2023
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Cross References:	
6.6.1	Museum Collection Operational Procedure
6.11	Repatriation Policy
7.6	Library Policy

A core activity of The Manitoba Museum (the 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 for further study, education, and knowledge dissemination through exhibits, programs, publications, and other media.

The Museum will strive to achieve the highest professional standards to manage and maintain its collection in the functions of pre-acquisition, accessioning, cataloguing, care and handling, conservation, storage, loans, and deaccessioning. Decisions regarding the use, management 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. Acquisitions, de-accessions, appraisals, and loans are reviewed and approved by the Museum's Collections Committee.

The 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), the Canadian Association for Conservation of Cultural Property (CAC), and the International Council of Museums (ICOM).

All staff who work with the Museum's Collection, under the leadership of the Director of Research, Collections and Exhibitions, are responsible for the 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 and collections database software.

### Definitions

*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.

*Appraisal* – An estimate of the fair market value of an object.

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

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

*Cataloguing* – The process of recording essential information about an object and its particular identifying characteristics so that it can be categorized within a designated classification system and interpreted in its appropriate context.

*Collection* – The collection embraces multiple types, of objects – artifacts, specimens, library and archival materials, interactive assemblages, replicas and models, and supporting documentation and images. These items are either permanent assets of the Museum, or entrusted to it as temporary steward, through agreements with other institutions, organizations, and individuals.

*Collection Database* – A searchable, automated repository used for storing digitized textual and visual records that pertain to the Museum's 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 the collection as an important scientific and educational resource.

*Conservation* – All actions aimed at safeguarding of the Museum's collection for the future. The purpose of conservation is to study, record, retain, and restore the culturally significant qualities of the collection as embodied in its physical and chemical nature, with the least possible intervention.

*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, significance, and condition of an object.

*Fair Market Value* – The price at which property changes hands between a willing buyer and a willing seller, acting independently, neither being under any compulsion to buy or sell, and both having reasonable knowledge of the relevant facts.

*Loan* – 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.

*Pre-acquisition(s)* – The temporary custody of an object, where a reasonable proposition of legal transfer in title 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, plant or biological organism.