

Manitoba Crafts Museum and Library

COLLECTIONS MANAGEMENT POLICY

Revised: Spring 2022

Adopted: September 7, 2022

Responsibility: Board of Directors

To be reviewed: 2nd quarter 2024



1.0 INTENT

This policy defines the purposes and standards by which the Manitoba Crafts Museum and Library (MCML) shall acquire and manage its Collections.

2.0 ADMINISTRATION

- 2.1 The Collections will be managed by the Curator, following procedures laid down in the Procedures Manual of the MCML.
- 2.2 The Curator shall be assisted by a Collections Committee. This Committee will comprise the Curator and a minimum of two other MCML members.
- 2.3 An annual operating budget shall be available for salaries, rent, professional development, conservation, supplies, reference materials, publicity and acquiring items for the Museum Collections, and other such items as MCML shall deem necessary. Special or external exhibits shall be mounted as funding permits.
- 2.4 Collections Committee Responsibilities:
 - 2.4.1. To manage and develop the Collections within the principles set out in this policy.
 - 2.4.2. To obtain and maintain records of each object that are as complete, accurate and informative as possible.
 - 2.4.3. To research items for additional pertinent information.
 - 2.4.4. To exhibit and interpret artifacts from the Museum Collections to the membership and general public.

- 2.4.5. To keep the Collections in a good state of repair, as is financially possible, and to ensure that they are properly housed, according to established best practices.
 - 2.4.6. To keep any administration of the Collections up-to-date.
 - 2.4.7. To develop and adhere to MCML Procedures Manual, which describes in detail the step-by-step implementation of this policy.
 - 2.4.8. To ensure funds are in place to provide proper care, preservation and storage of the Collections to the best of MCML's ability.
- 2.5 The Procedures Manual shall include procedures for managing records and physically managing the Collections.
- 2.5.1 Records Management: This includes all accession and record keeping procedures for acquisitions to the Collections, related records management procedures, loans, appraisals and insurance procedures. The records shall enable MCML staff to:
 - a) establish legal ownership of the Collections;
 - b) control the Collections;
 - c) maintain and retrieve information pertinent to each item;
 - d) establish the value of the Collections and acquire adequate insurance;
 - e) minimize the handling of the Museum Collections.
 - 2.5.2 Physical Management: This includes all storage procedures, preservation of the Collections, handling and storage methods, packing and shipping, Collections access and Collections security procedures.

3.0 ACQUISITIONS

- 3.1 MCML shall accept materials, together with as much supporting documentation as possible, in a manner consistent with this policy and the organizational values.
- 3.2 MCML shall collect those items which are hand crafted or are related to the handcrafting of items; this includes items that are not handcrafted but which will add to an understanding of a craft and/or its historical development, e.g., textual material, photographs and tools.
- 3.3 MCML shall collect examples of handcrafts and objects relating to crafts, which have relevance, particularly to Manitoba, and generally to Canada in the following areas:
 - a) history of crafts in Manitoba;
 - b) contemporary Manitoba craftspeople;
 - c) Canadian historical and contemporary craft; and
 - d) Indigenous craft.
- 3.4 MCML shall collect examples of handcrafts and objects relating to handcrafts from areas of the world other than Canada, which have relevance to items 3.2 and 3.3 above.
- 3.5 Objects accepted into the Collection may be historic or contemporary.
- 3.6 MCML shall accept only those materials that are adequately documented and to which legal and ethical ownership can be established.
- 3.7 MCML shall accept material by donation, and also by purchase, trust, legacy and exchange and to which MCML will have clear title, unencumbered by conditions of any kind.
- 3.8 Conditions of Acceptance
 - a) Materials shall be in good condition.
 - b) MCML must ensure, to the best of its ability, that its acquisition of any particular item (i.e., a spiritual or significant cultural item) is not objectionable to the culture of origin.
 - c) MCML shall not acquire objects which MCML cannot properly

- house, care for and/or adequately insure and secure.
- d) MCML shall not collect items that are beyond repair, illegally collected or harmful to the facility or the Collections.
- 3.8 Authority to acquire items for the Collections shall be accomplished as follows:
- a) The authority to acquire objects through donation, legacy, and trust shall be the responsibility of the Curator, subject to the final approval of the Board of Directors. The Curator may consult appropriate experts for advice on acquisitions.
- b) The authority to acquire objects through purchase shall be the responsibility of the Board of Directors upon the recommendation of the Curator, if within MCML's budget.
- 3.9 MCML reserves the right to use acquisitions as best suits its purposes, without necessarily placing them on public exhibit.

4.0 LOANS

- 4.1 Loans may be accepted for temporary exhibit, for research and for educational or programming purposes.
- 4.2 MCML shall accept incoming long-term loans, greater than 12 months, only from institutions. All long-term loans shall be reviewed annually.
- 4.3 On the recommendation of the Curator and subject to the approval of the Board of Directors, temporary outgoing loans shall be made only to public institutions for the purposes of legitimate research, interpretation, education and temporary, time-limited display.
- 4.4 All temporary outgoing loans shall be subject to a pre-determined time limit and to any other conditions, e.g., insurance, environmental conditions, photography, acknowledgments, which MCML may impose.
- 4.5 All loans, both incoming and outgoing, shall be properly documented, according to the relevant Procedures Manual.

5.0 DEACCESSIONS

- 5.1 MCML reserves the right to remove from the Collections any legally held item that:
- a) is not relevant;
 - b) has deteriorated and is in such poor condition that conservation and restoration are not feasible;
 - c) is of inferior quality;
 - d) is a duplication and inferior to one remaining in the Collections;
 - e) is an isolated work, one of a kind within the Collections, that does not fall within this policy;
 - f) is requested for repatriation.
- 5.2 If, in the opinion of the Board of Directors, the material to be disposed of is of such significance that it rightly belongs in the public domain, every reasonable effort shall be made to transfer the material to a suitable museum or educational facility in Manitoba, so that the transaction is of benefit to both institutions.
- 5.2.1 At no time shall a Board Member or anyone connected with MCML in any formal way, including working as a volunteer, be permitted to acquire directly from the Museum Collections any deaccessioned material.
- 5.2.2 Deaccessioned items may be sold at fair market value, subject to approval of the Board of Directors.
- 5.2.3 Deaccessioned items may be used for educational purposes.
- 5.2.4 Deaccessioned items may be destroyed only when the condition of the material renders it useless and unsalable.
- 5.2.5 All deaccessioned materials require a photograph and report for MCML files.
- 5.3 Any financial proceeds from deaccessioned items shall be:
- a) directed to acquisitions for the Collection, in accordance with this policy;
 - b) used for expenditures of a capital nature directly related to the

care, preservation and housing of the Collections.

6.0 ACCESS TO THE COLLECTION

- 6.1 MCML reserves the right to restrict access to researchers and to deny privileges to anyone found to be engaging in activities which threaten the safety of the Collections.
- 6.2 The Curator shall be responsible for controlling access to and use of the relevant Collections.
- 6.3 Access to exhibits shall be available to the general public at designated times. The Museum and Library may be closed to the general public, as the Board of Directors, may from time to time deem necessary.
- 6.4 Collections access principles
 - a) MCML shall permit any legitimate researcher to have reasonable access to the Collections for study purposes by appointment.
 - b) The Manitoba Crafts Museum Collections are for use only within MCML.
 - c) The Manitoba Crafts Library collection shall be available for loan, subject to those conditions which the Board of Directors shall impose.
 - d) Access to the Collections shall be guided by MCML values.
- 6.5 Any costs incurred by the researcher are the responsibility of the researcher and shall be borne by the researcher.
- 6.6 Researchers shall credit MCML for all public use of MCML collections, information or photographs.
- 6.7 When possible, MCML shall request from the author(s) a copy of any publication, research paper, term paper, URL, etc. produced following the use of the Collections.

7.0 PHOTOGRAPHS AND PHOTOCOPIES

- 7.1 Photographs without flash may be taken of MCML exhibits.

7.2 All requests for photographs or photocopies of any artifact or material from the Collections shall be submitted to the Curator.

8.0 CODE OF ETHICS

8.1 MCML agrees with and will strive to operate according to the Code of Ethics adopted by the Association of Manitoba Museums as set out below.

8.1.1 Collections

The museum community must strive to achieve the highest attainable standards for the Collection within its care. It shall follow policies which are accepted within the profession, respecting the acquisition and disposal of items pertaining to the museum, avoiding misuse and illegal activity, and respecting the people who created museum items and the cultures they came from.

8.1.2 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.

8.1.3 The Public

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

9.0 POLICY REVIEW

MCML shall review this policy on a regular basis, at least once every three years.

President

Date