



AGENDA

COLLECTIONS AND STORAGE SUBCOMMITTEE **Museums of Mississauga Advisory Committee (MOMAC)**

THE CORPORATION OF THE CITY OF MISSISSAUGA
www.mississauga.ca

TUESDAY, JANUARY 17, 2012 - 7:00 PM

Bradley Museum
1620 Orr Road, Mississauga, ON L5J 4T2
The Anchorage

MEMBERS: Joseph Zammit, Citizen Member MOMAC (**Chair**)
Anne Fabierkiewicz, Citizen Member, MOMAC
Wendy Davies, Citizen Member, MOMAC
Lawrence Cook, Citizen Member, MOMAC
Becky Ryder, Museums Collections Volunteer
Jeremy Harvey, *ex-officio* as Chair of MOMAC

STAFF: Annemarie Hagan, Museums Manager
Stephanie Meeuwse, Museums Collections & Exhibit Coordinator

Laura Wilson, Legislative Coordinator, Office of the City Clerk
905-615-3200 ext. 5425 Fax: 905-615-4181
Laura.Wilson@mississauga.ca

CALL TO ORDER

DECLARATIONS OF PECUNIARY INTEREST

MATTERS TO BE DISCUSSED

1. Review of Report of previous meeting

2. Review of Key CASS Priorities for 2012
 - 2.1 Draft Museums of Mississauga Mission and Vision
 - 2.1.1 Visioning Process
 - 2.1.2 Draft Vision Statements

 - 2.2. Draft Collections Policy
 - 2.2.1 DRAFT Museums of Mississauga Collections Policy

 - 2.3. Draft Project Charter

To be circulated at the meeting.

3. Update from Collections & Exhibit Coordinator

Report from Stephanie Meeuwse, Collections & Exhibit Coordinator dated January 17, 2012.

Recommend Receipt
CS.07

4. Update from Museums Manager

Verbal update from the Museums Manager.

5. Visit to the Waterloo Region Museum – Friday, February 3, 2012

Staff and Members are to confirm the date for the Subcommittee's visit to the Waterloo Region Museum.

ITEMS FOR INFORMATION

OTHER BUSINESS

NEXT MEETING – February 7, 2012

ADJOURNMENT



Report

COLLECTIONS AND STORAGE SUBCOMMITTEE (CASS)

Museums of Mississauga Advisory Committee (MOMAC)

TUESDAY, DECEMBER 6, 2011 - 7:00 PM

Bradley Museum
1620 Orr Road, Mississauga, ON L5J 4T2
The Anchoage

MEMBERS PRESENT: Joseph Zammit, Citizen Member MOMAC (**Chair**)
Anne Fabierkiewicz, Citizen Member, MOMAC
Becky Ryder, Museums Collections Volunteer
Jeremy Harvey, *ex-officio* as Chair of MOMAC
Lawrence Cook, Citizen Member, MOMAC

MEMBERS ABSENT: Wendy Davies, Citizen Member, MOMAC

STAFF PRESENT: Lindsay Doren, Collections Assistant
John Britto, Legislative Coordinator, Office of the City Clerk

STAFF ABSENT: Annemarie Hagan, Museums Manager
Stephanie Meeuwse, Museums Collection and Exhibit Coordinator

John Britto, Legislative Coordinator
Legislative Services, 905-615-3200 ext. 3795 Fax: 905-615-4181
john.britto@mississauga.ca

CALL TO ORDER – 7:10pm

DECLARATIONS OF PECUNIARY INTEREST – Nil

MATTERS DISCUSSED

1. Review of Report of previous meeting – November 1, 2011

2. Schedule of Meeting Dates for 2012

CASS-0009-2011

That the Memorandum dated November 30, 2011 from John Britto, Legislative coordinator from the Office of the City Clerk regarding meeting dates for 2012, be approved

Approved (Becky Ryder)

3. Review of Key CASS Priorities for 2012

3.1 Draft Museums of Mississauga Mission and Vision

3.1.1 Visioning Process

3.1.2 Draft Vision Statements

3.1.3 Sample Vision and Mission

3.2. Draft Collections Policy3.2.1 Standards for Community Museums, Ontario Ministry of Culture3.2.2 Five Main Themes, From Feasibility Study3.2.3 DRAFT Museums of Mississauga Collections Policy3.3. Draft Project Charter

To be circulated at the meeting.

4. Update from Collections & Exhibit Coordinator

Report dated December 6, 2011 from Stephanie Meeuwse, Collections & Exhibit Coordinator

Recommend Receipt
CS.075. Update from Museums Manager

Verbal update from the Museums Manager.

ITEMS FOR INFORMATIONOTHER BUSINESSNEXT MEETING – January 17, 2012ADJOURNMENT – 9:10pm



Museums of Mississauga – Visioning Process.

An outline description of different elements of the Museums, each described in its current state and after a new collection storage facility AND museum have been built.

Element of Vision/Mission	Current Description	Future Description
Visitor Engagement	Limited, created in large part by local family events	Cultural destination in Mississauga, for locals & tourists
Innovative	To a limited degree (e.g. Benares DVD / On-line access to collection)	21 st century communicator (artifacts, digital, multi-media etc) and not just confined within a bricks & mortar museum.
Programming	Solid, traditional museum programme	Interactive / Engaging / innovative programmes and exhibits targeted at different segments.
Collection	Limited collection, with many gaps, with focus on “settlers” / Benares / Bradley	Rich, extensive artifacts collection, representative of all eras. Physical and digital artifacts
Citizen Engagement	Small dedicated core of staff & volunteers	Greater diversity in terms of age, cultural background and experience
Reputation / Profile	Known to a limited extent by some within the local communities	A “destination” museum, known outside Ontario
Partners	Many, but often personal, local and at community grass root level	Existing partners + High profile sponsors / partners with national / provincial profiles (UTM / Industry / Individuals)
Scope - Collection	Focus on 19 th century settlers and early 20 th century	10,000 years of history (First Nation to present day.). Five themes as a start point for scope
Scope - Interpretation	Museums provide time capsules of how life was lived in Benares / Bradley	Fluid interpretation using technology to move beyond the physical collection. Demonstrating how the past is key to the present and future. From picture post card to sign post to future
Interpretive Style	Descriptive, low tech, traditional	Thought provoking, unexpected, combination of tradition and technology
Image	“Uncool’ and a little staid	“Cool” place to go; cutting edge interpretative tools

Role in City	Means to preserve and share Mississauga's past	Key cultural node of a major Canadian City
Funding	Operationally by municipality augmented by provincial / federal grants and local fundraising. Research is exhibit focused and limited	Build on current funding with additional new funds from partners/ sponsors./ grants / Events Academic leadership in specific areas
Research Based	High level but small scale (elements of beg/borrow/mend) Based on Historic Houses, that are presented as time capsules.	High level on a scale that supports a self-standing city institution. Purpose built, allowing for traditional and digital (visual, sound, simulation) exhibits and displays. Historic Houses effectively become satellite artifacts. The physical museum is the hub of museum activity but not its entirety.
Professionalism	City Council with delegated authority to MOMAC and staff Very Limited	Unknown, but likely different with new partners
Museum	Passive due to lack of space and staff resources	An active agent of social change
Governance	Accessible to those with physical disabilities	Proactive and robust with access to funding
Role in Social Change	An honoured few	Fully accessible experientially to all including those with sensory disabilities A more widely based patron base.
Growth of Collection		
Accessibility		
Patrons		



Museums of Mississauga - Draft Vision Statements

LIKES	MAY BE'S	NEW
Mississauga Museums Preserve our past, engage our present and point to the future	Mississauga, its peoples and their stories	Our past and our future together as one
Preserve, Engage, Illuminate	The Past for the Future	Our past, present and future coming together as one
	Mississauga's Story Over 10,000 years in the making	Shining a light on our past; working towards our future
	Cherishing & Illuminating our past; Engaging & Challenging our visitors.	Living our future by engaging with our past
	10,000 years of history	Learning for our future by engaging with our past
	The Making of Mississauga	Engaging our future by learning from our past
		Mississauga's history: the foundation of our future
		Mississauga's Museums tell our story, link our past to our present and help define our unique identity
		A cornerstone of Mississauga, telling our story, linking our past to our present and helping define our unique identity
		Illuminating our past generations, engaging our present, attracting our future generations.

2.1.2 a

*Rejects: "MuMiss Engaging Mississauga" "From then to now, 10,000 years of Mississauga" "10,000 years of history, The people who made Mississauga"
"Then for Now, Mississauga's Museums"*

REVISED JOINT COLLECTIONS POLICY DRAFT 2011

Museums of Mississauga Collections Management Policy

Preamble

The Museums of Mississauga are comprised of three sites; Bradley Museum, Benares Historic House and Leslie Log House.

The Bradley Museum Collection deals with the history of the early settlers to our area, including the Lewis Bradley family and the history of Mississauga in general. The aim is to preserve, research, exhibit and interpret those objects which best illustrate this segment of history. The Bradley Museum consists of a restored 1830's farmhouse, a log cabin, a drive shed, barn, and the Anchorage, a retrofitted 1820's Regency Cottage. The Anchorage serves as the administrative centre for the Museums of Mississauga as well as housing collections storage, exhibit space, a gift shop, offices and meeting space.

The Benares Historic House permanent collection focuses on artifacts dealing with the history of the Harris family and the immediate Clarkson area. The aim is to preserve, research, exhibit, and interpret those objects which best illustrate this segment of history.

The Leslie Log House is the home of the Streetsville Historical Society and their archival and artifact collection. The house is not historically interpreted by the Museums of Mississauga staff although education programming is conducted. Historical displays are created and implemented by the Streetsville Historical Society using their own collections. Artifacts related to the history of this site may be collected as part of the general history of Mississauga.

Statements of Purpose:

Vision

The Museums of Mississauga will be a leading presence in the innovative sharing and collecting of Mississauga's heritage.

Mission

The Museums of Mississauga will offer lifelong learning experiences, through engaging programs and the responsible stewardship of our heritage collections and sites.

The Museums of Mississauga adhere to the Canadian Museums Association Ethical Guideline (Endorsed by the Museums of Mississauga Advisory Committee, 2007). Prior to 2010, the Museums had two separate collections policies, one for Bradley Museum and one for Benares Historic House. This represents the first consolidated collections policy.

1.0 Collection Criteria

- 1.1 The term “collection” as used in this Collection Management Policy is understood to mean the assemblage of historically significant artifacts that contribute to a clearer understanding or interpretation of some former custom, activity, or personality related to the history of the area now known as Mississauga. Special consideration will be given to the families connected with the original buildings held by the Museums namely the Lewises, Skynners, Harris/Sayers and Leslies. Also of special interest are items related to writer Mazo de la Roche and the corporate history of the City of Mississauga. For the purpose of this policy “Museums” will refer to all sites.
- 1.2 The gauge for determining acceptance and retention of any artifact is to be the importance and relevance of that artifact to the stated scope and purpose of the Museums. The priority will be given to artifacts in original condition and to artifacts associated with important events, periods, episodes and personalities in the history of Mississauga.
- 1.3 Benares Historic House previously had its own collections policy. As of 2010, the Benares collection is considered closed. Artifacts may still be acquired that are historically significant to the contribution of a clearer understanding or interpretation of some former custom, activity, or personality related to the Harris Family of Clarkson of 1835, and its descendants. For the purpose of this policy the Harris family shall be identified as those people related through direct blood ties or through the benefit of marriage to the immigrant Captain James Harris, originally from the British Isles. Artifacts accepted as important to the interpretation of Benares will be included in the general collection but their relevance to the Harris’ and Benares will be noted.
- 1.4 The Museums may also collect artifacts that are important to the more recent history of Mississauga to the present time if considered important in the future preservation of Mississauga’s heritage.

2.0 Acquisitions

- 2.1 Acquisitions may be made through donation, bequest, exchange or purchase. The transfer of ownership to the City of Mississauga is to be accompanied by the appropriate legal document. No illicit materials or items made from endangered materials shall be accepted for donation.
- 2.2 The Museums of Mississauga follow the Canadian Museums Association’s Ethical Guidelines for Museums.
- 2.3 A donation is to be treated as an unconditional gift to the Museums and this fact is to be made known on any acknowledgement forms issued by the City of Mississauga.
- 2.4 Objects are collected for the purpose of research, exhibition, and interpretation in a

suitable historical context and not just for the sake of collecting. The Museums will not, however, guarantee to exhibit any object accepted for the permanent collection.

- 2.5 The Museums will not accept duplicate and/or equivalent objects unless they have a specific function within the Museum's programmes. Any duplicate which does not have a specific function should not be collected.
- 2.6 The Museums will accession objects into the permanent collection only if it is determined that they are necessary. Objects will not be accessioned with the intent to trade, sell or deaccession the artifact at some future date.
- 2.7 The Museums accept artifacts into their artifact collection that have appropriate documentation including donor and source information and gift forms. Artifacts that are sent or dropped off at the Museums without proper source or documentation may not be accessioned into the artifact collection. Such items may be used in the education collection, used as exhibit material or disposed of by the Collections Supervisor.
- 2.8 The donation of worthwhile material to the Museums by both individuals and organizations is to be encouraged. However, the actual selection of artifacts for the Museums' collection will be the responsibility of the Collections Supervisor under the guidelines of this policy. This responsibility shall remain in force for all artifacts with an appraised value of less than one thousand dollars (\$1,000). For artifacts with values in excess of this amount or where the donation may be deemed controversial, the acquisition will be reviewed by the Collections Supervisor, Museums Manager and the Collections and Storage Sub-Committee (CASS) of the Museums of Mississauga Advisory Committee (MOMAC).
- 2.9 Any donation accepted into the Museums of Mississauga collection will be subject to the municipal, provincial, and federal legislation requirements governing its use. This will apply to fire arms and controlled substances. It will be the duty of the Collections Supervisor to ensure that the proper measures are taken for the notification of authorities, proper storage, and registration if necessary.
- 2.10 The Collections and Storage Sub-Committee (CASS) shall be composed of the Collections Supervisor, Museums Manager, and up to five (5) appointed members from the Museums of Mississauga Advisory Committee (MOMAC). As well, related volunteers may be appointed to this sub-committee. CASS reports directly to MOMAC on issues related to the collection and storage of the Museums artifact collections.
- 2.11 The Museums will prepare and update every three (3) years, a Collections Plan which identified gaps, "wish lists" and strategies for growing the collection.
- 2.12 The Museums will not collect artifacts that they are unable to store properly, meeting basic museum standards. We recognize that we have outgrown our current storage space and are working to plan extended storage in the future.

3.0 Condition

- 3.1 In general, artifacts accessioned into the collection must be in reasonable condition so that the Museums of Mississauga may fulfil its goal of preservation with as little alteration to the artifacts as possible.
- 3.2 Recognizing the extreme paucity of artifacts directly related to the original building related families (Lewises, Skynners, Harris, Sayers, Leslies), the Museum may (if deemed necessary or important) collect these artifacts regardless of condition or level of alteration with the stipulation that these alterations be noted in any interpretive materials dealing with the artifact.
- 3.3 The Museums of Mississauga will not accept an artifact into the permanent collection if it is deemed to require conservation of a level or complexity that is beyond the means of the Museums. An exception may be made if the donor or other source is willing to provide funding to pay for any required conservation.

4.0 Collection Registration & Records Management

- 4.1 The Museums of Mississauga will maintain a registration system or systems appropriate to the collection and in accordance with professionally accepted standards: to register, accession, catalogue, document, maintain an image, deaccession, and record the location, care and history of the objects acquired by the Museum. Documentation is the responsibility of the Collections Supervisor and/or designates.
- 4.2 The registration records will be maintained and updated on a regular basis.
- 4.3 The registration process will include the following:
- deeds of gift, bills of sale
 - an accession register
 - a unique accession number physically attached to each artifact
 - accession document file
 - catalogue information
 - donor/source information
 - photographic record
 - loan contracts
 - condition reports and conservation information
 - location information
 - deaccession record
- 4.4 Acquisitions added to the permanent collection will be promptly registered and accessioned, and digitized upon acceptance.
- 4.5 Every effort will be made to keep all records current to enable ready access to all items in the collection.

- 4.6 A copy of the database is stored on the K:/ drive which is linked and maintained by the City of Mississauga.

5.0 Documentation

- 5.1 Objects collected should be well documented and can include:
- a) circumstances surrounding the object's discovery and acquisition (e.g. where, when and by whom)
 - b) the original owner and maker
 - c) the object's original use
 - d) a chronological history of the object
 - e) any other pertinent facts
- Such documentation must be capable of verification although it is noted that not all this information may be available.
- 5.2 The Museums of Mississauga may collect artifacts that have incomplete documentation as long as they contribute to a clearer understanding and development of Mississauga or relate to social values of the interpretive period within the context of the Museums of Mississauga.
- 5.3 In all cases, documentation must be sufficient to satisfy the Collections Supervisor that the artifact has not been collected in a manner considered unethical, exploitive or illegal. The Museums of Mississauga follow the Canadian Museums Association Ethical Guidelines which was adopted by MOMAC. The City of Mississauga's legal staff will be consulted if necessary.

6.0 Appraisals

- 6.1 A written appraisal shall be obtained to establish the fair market value of any gift to the Museums of Mississauga where a donation receipt is requested. For objects with a value of not more than one thousand dollars (\$1,000.00) the appraisals may be provided by a staff member provided that the staff member is qualified to appraise the gift as defined and accepted by Revenue Canada (1998 regulations).
- 6.2 All appraisals for gifts made to Museums of Mississauga shall reflect the gift's "fair market value". For the purpose of this policy "fair market value" is understood to be "a price at which buyers and sellers with a reasonable knowledge of pertinent facts and not acting under any compulsion are willing to do business" as noted in the Merriam-Webster Dictionary.
- 6.3 Appraisals done internally will be reviewed by the Museums Manager before any tax receipt is issued by the City of Mississauga. In the event that there is any question regarding the accuracy of an internal appraisal, a second external appraisal may be required before a receipt is issued. When a second, external appraisal is requested and received, the tax receipt shall reflect the value as established by this appraisal.

- 6.4 For artifacts valued in excess of one thousand dollars (\$1,000.00) an appraisal from a competent professional is required before a tax receipt may be issued. This appraisal shall be in written form and should establish clearly what support there is for the determination of value.
- 6.5 The staff at the Museums shall at all times refrain from recommending appraisers to potential donors. If necessary, the staff may provide a list of appraisers known to be competent in the field from which the donor may select
- 6.6 The costs for obtaining any external appraisal shall be borne by the donor.
- 6.7 An appraisal of select groupings of artifacts shall be done each year to keep current market values current.

7.0 Conservation

- 7.1 It is the stated purpose and the responsibility of the Museums of Mississauga to provide for the long term viability of their collections and to ensure that they are adequately conserved. The Museums therefore will, to the best of its ability, provide the physical environment, conservation services, and collection management procedures necessary to meet this responsibility.
- 7.2 The Museums will focus its efforts on the prevention of deterioration and damage. This will be accomplished through sound artifact handling procedures and through the provision of environmentally sound exhibit and storage facilities that are suitable to the requirements of the artifacts.
- 7.3 The Collections Supervisor or designate will monitor environmental conditions existing in both storage and exhibit areas and will be responsible to report any significant changes to the Museums Manager.
- 7.4 Any cleaning, repair or restoration of any object in the collection will be carried out by qualified individuals.
- 7.5 All treatments must be fully documented. This documentation is to be considered part of the permanent record and maintained with the collection management records.
- 7.6 For further information, please refer to the Conservation Policy.

8.0 Loans

- 8.1 The suitability of objects considered for loan either incoming or outgoing is the responsibility of the Collections Supervisor. Objects on incoming loan are to be covered under the City of Mississauga's Insurance. The City of Mississauga's Risk Management Department will be notified of any incoming loans and their value.

- 8.2 Long term loans, either incoming or outgoing are to be discouraged; however, short term loans are possible if they can be utilized in the changing exhibit program.
- 8.3 Final approval for all loans rests with the Collections Supervisor. The Collections Supervisor and/or Museums Manager will act as the Museums' signatory for all loan agreements, and the agreements shall clearly state the duration and conditions of the loan.

Incoming:

- 8.4 Objects considered for incoming loan must be consistent with this policy and relate to Museums of Mississauga and its interpretive mandate.
- 8.5 A detailed condition report will be done on each artifact as it arrives at the Museums of Mississauga. Any differences between the incoming condition report and the Museums' condition report will be noted and the lending institution will be notified immediately.

Outgoing:

- 8.6 The Museums recognises that it maintains an important cultural resource and that one of its purposes is to provide access to the general public. The Museums also recognises its obligation to maintain the collection in the best possible condition. To fulfil both of these obligations the Museums will give the most careful consideration to any request made for the loan of artifacts.
- 8.7 Institutions are eligible to receive loans of artifacts from Museums of Mississauga if the loan is determined to assist the Museums in fulfilling its mission and the recipient institution meets the requirements necessary to insure minimum risk to the loaned artifacts.
- 8.8 Institutions requesting the loan of artifacts must be able to supply the Museums with the following documentation confirming the presence of:
- a) a functioning alarm system that is fully monitored.
 - b) an adequate fire suppression system that is monitored by a fire department.
 - c) sufficient humidity and temperature control to ensure the stability of the loaned objects.
 - d) sufficient levels of staffing to ensure security of the artifact while being exhibited to the public.
 - e) insurance sufficient to cover loss due to any peril.
- 8.9 All outgoing loans are to be covered by the insurance of the recipient institution from the time the object leaves the Museums until such time that it is returned.
- 8.10 A detailed condition report will be done on each artifact before loan approval is given. A second condition report will be completed at the termination of the loan agreement and before the artifact is re introduced into the collection.

- 8.11 All costs associated with the transportation of loaned artifact both to and from the recipient institution shall be borne by the recipient institution. The selection of any third party to provide for the physical movement of the artifacts shall be the responsibility of the Museums.
- 8.12 Loans will not normally be approved for periods in excess of one (1) year. If appropriate, an extension may be granted based on a detailed condition report done at the time of the extension request and the needs of the Museums.
- 8.13 At the discretion of the Collection Supervisor, the Museums may require an on-site inspection of the recipient institutions before any loan is approved.
- 8.14 If an artifact is damaged while on loan, it will be the responsibility of the borrowing site to have the artifact repaired by a reputable conservator as agreed by both parties. The borrowing institute will arrange for the artifact to go to the conservator and pay for the damages. Return of the artifact can be arranged to the satisfaction of both institutions.

9.0 Deaccessions

- 9.1 From time to time it may become necessary to deaccession artifacts from the Museums' collections. Deaccessioned artifacts may include those discovered to be historically insignificant, duplicates or equivalents of artifacts, artifacts in total disrepair or artifacts that are not useful for research, exhibition or loan.
- 9.2 Disposal of such artifacts will be accomplished in the following manner:
- a) offered to or exchanged with another Museum, educational or cultural institution.
 - b) if no donation receipt was issued, the artifact may be returned to the donor or offered to donor's family if the donor is deceased.
 - c) if a receipt was issued, the donor or heir has first choice to buy back the object from the Museum for the current market value or exchange for item of same value.
 - d) only sold or destroyed, as a last resort.
- 9.3 Understanding that the sale of artifacts that have been deaccessioned remains a controversial subject in the museum field, the Museums of Mississauga will take the utmost care in this process to ensure that all ethical measures are taken to preserve the Museums' reputation. For this reason deaccessioned artifacts will not be sold on the Museums' sites. Staff members, members of the Advisory Board and volunteers are not permitted to purchase any item deaccessioned by the Museums. The sale of such objects is to take place in a public manner and is to be handled by a third party acting as an agent for the Museums. The Museums will instruct all agents acting on its behalf that the artifact is from a museum collection, and that fact shall not be used in any manner as an inducement to a potential buyer. The agent, however, shall be permitted to identify to a potential buyer the origin of the artifact and its history if this information is requested. No attempt will be made to obscure the fact that the artifact was part of a museum collection.

- 9.4 The proceeds from the sale of any deaccessioned artifact is to be transferred to an acquisition fund and the use of this fund shall be limited to the purchase of artifacts that meet the collections mandate of the Museums of Mississauga or for conservation procedures that maintain the collection. As stated in the CMA's Ethical Guidelines "it is clearly unethical for museums to dispose of collections in order to provide funds for purposes other than for the acquisition of, or direct care of, museums collections".
- 9.5 In cases where artifacts are to be deaccessioned by destruction, the Collections Supervisor shall insure that this process is completed in a timely and thorough manner. The items will be permanently destroyed before witnesses or in such a way that they can not be reassembled.
- 9.6 All deaccessioning will be fully documented by the Collections Supervisor and the records maintained as part of the Museums' permanent collection records. The accession number will be removed from the object prior to deaccession by Museums staff and the number itself will be retired from use by the Museums.

10.0 Code of Ethics

- 10.1 In that the acquisition, study and exhibition of artifacts is a profession that often appeals to those with a pre-existing interest in material culture, the Museums of Mississauga recognizes that staff will frequently have a desire to collect for their own personal enjoyment. For this reason and to ensure the highest ethical standards the following policies will be adhered to by all staff working at the Museums of Mississauga.
- 10.2 Staff who collect for their private interest must disclose that interest to the Museums Manager. They should limit actively collecting artifacts that are in direct conflict with the Museums mandate and should provide a written inventory of artifacts that had been collected previously that could be considered controversial.
- 10.3 The Museums of Mississauga further recognizes that members of MOMAC or the Friends Board of Directors may also exhibit a similar desire to collect for personal enjoyment and that, while they are not employees of the Museums, they still owe a positive allegiance to the Museums and its mandate. Members of MOMAC or the Friends of the Museums Board of Directors shall be permitted to collect in the same field as the Museums but must recognize the primacy of the Museums.
- 10.4 Members of MOMAC or the Friends of the Museums Board of Directors shall refrain from entering into any negotiations with vendors or potential donors of artifacts for which the Museums of Mississauga has stated its interest.
- 10.5 No staff or members of MOMAC or the Friends of the Museums Board of Directors shall by an act or omission of act use their membership on the Board to influence the behaviour of a vendor in a manner that would prove advantageous to their personal collection.

- 10.6 Staff and/or volunteer directors must not act as a dealer (regularly buying and selling for profit) nor should they assist members of the public in the acquisition or disposal of artifacts unless directly acquired by the Museums.
- 10.7 Any object received by either a staff member or members of MOMAC or the Friends of the Museums Board of Directors through a bequest shall be exempt from this policy.

11.0 Educational Collection

- 11.1 The educational collection will be an assemblage of historically significant artifacts that contribute to the clearer understanding or interpretation of some former custom or activity related to the settlement and development of Mississauga, and its descendants and will be collected with the intent that they will be used by both the staff and members of the public for educational purposes.
- 11.2 The Museums will maintain a basic list of educational artifacts. Documentation is the responsibility of the Programming Supervisor. The numbering system will be similar to that of the Museums collection registration with the intent to designate the artifact as an educational artifact.
- 11.3 Acquisitions added to the educational collection will be promptly registered and accessioned upon acceptance. Every effort will be made to keep records current.

12.0 Reproductions

- 12.1 Reproduction of artifacts in the Museums' collection may be permitted to the extent that the Museums own the related reproduction rights. The responsibility for determining the ownership of these rights and obtaining the necessary reproduction rights rests with the requesting party.
- 12.2 All requests for reproduction permission shall be reviewed by the Collections Supervisor and Museums Manager. Staff will ensure that all reproductions intended for sale to the public meet the following criteria:
- a) Authentically represent the original artifact in form, style and manufacture.
 - b) Assist the Museums with the interpretation of the history as described in the mandate.
 - c) Is accomplished in a tasteful manner that will provide a positive reflection on the institution.
- 12.3 All reproductions of artifacts in the collection will be clearly identified as such in a permanent manner at the time of manufacture. All parties requesting permission to reproduce must agree to this stipulation before approval is given.

13.0 Public Access

- 13.1 The Museums holds its collections in trust for the public good and will endeavour to provide access to the collection in a reasonable manner. Concern for safeguarding the collection and levels of staffing necessitate that those wishing to view artifacts in the collection not currently on exhibit will have to make an appointment to do so. Researchers may also have access to the collections through the internet (see 14.0 Digitalization).
- 13.2 Requests for access to collections records must be made in writing. Access to information other than artifact research contained in the records may be limited as dictated by the Freedom of Information Act.

14.0 Digitalization

- 14.1 The Museums of Mississauga will endeavour to have its entire artifact collections recorded on a searchable database with linked images and relevant historical information. This database will be made available to the public through the Internet with the intent to have it posted on the Canadian Heritage Information Network (CHIN) and the City of Mississauga's portal, E-City, in the Heritage Image Gallery.
- 14.2 Digitization of the artifact collections will be the responsibility of the Collections Supervisor and designates.
- 14.3 The Museums will create digital images using a digital camera or will link images that have been scanned from previous pictures. These images will be saved as Master, Medium and Thumbnail files. Master images will be saved as TIF files and the resolution will be set at 600dpi (dots per inch). The Medium and Thumbnail images will be saved as JPEG files and the resolution will be set at 300 dpi and 100 dpi.
- 14.4 The database will be updated in Microsoft Access as programs become available. Current metadata standards and Dublin Core will be used.
- 14.5 The database and images will be stored on the City of Mississauga's K:// drive located offsite from the Museums.
- 14.6 The Museums are committed to public access and the digitalization of their collections and will allot funds each yearly for this endeavour.
- 14.7 For specific information on data entry standards and procedure, please refer to "Museums of Mississauga Collections Digitization Project Manual, 2011".

15.0 Security

- 15.1 The office/storage buildings and each house have a monitored alarm system that alerts authorities of fire, heat, broken glass, motion and water. A security company as contracted by the City of Mississauga does a walk around the grounds of each site every night.

- 15.2 Each house, out buildings and offices/storage areas are locked with keys that are provided to designated staff personnel.
- 15.3 All staff will be instructed in the standard procedures to deal with emergencies such as fire, theft and flood. A disaster management plan will be provided for further reference in time of emergency. Materials and supplies will be kept on site to further protect the artifacts in time of emergency.
- 15.4 All buildings will be kept in good repair, interior and exterior, to further protect the collections and staff. The Museums staff and the City of Mississauga staff will work together to ensure the maintenance of each building including clearing gutters, clearing vegetation too close to buildings, broken shingles or roofing material, etc. The Museums have a manual for checking the exterior of each historic building. This manual will be reviewed yearly to determine changes in the buildings.

16.0 Firearms

- 16.1 The Museums, as of 2011, own three verified “antique” firearms. These items will be stored or displayed in accordance with the legislated requirements.
- 16.2 Requirements for the storage of firearms that the Museums will adhere to are as follows:
- guns must be unloaded;
 - stored in a locked location only accessible to employees;
 - stored on a premises with electronic burglar alarm system;
 - stored in a building where windows and exterior doors can be securely locked.
- 16.3 Requirements for displaying firearms that the Museums will adhere to are as follows:
- guns will be unloaded;
 - will be securely fastened to interior of locked case by a cable or chain through the trigger guard attached to both ends;
 - will be displayed in a locked case;
 - will be displayed in an equally or more secure manner
- 16.4 The Museums will NOT collect guns unless they are deemed to be “antique”. “The Criminal Code defines antique firearms as :
- firearms manufactured before 1898 that were not designed or re-designed to discharge rim-fire or centre-fire ammunition

Antique firearms do not require a firearms license; or that you register the antique firearm.

To own non-restricted firearms requires staff to be licensed with either a Possession & Acquisition License (PAL) or Possession Only License (POL) obtained by taking the Canadian Firearms Safety Course (CFSC). Restricted firearms require

further training and a special license if accepted.

Currently no staff at the Museums of Mississauga have firearms training or licensing.

No prohibited firearms will be considered for donation and will be reported to the RCMP. A list of restricted and prohibited guns is available at <http://www.rcmp-grc.gc.ca/cfp-pcaf/fs-fd/rp-eng.htm>

(Information compiled from the Firearms Act and Criminal Code available at www.rcmp.gc.ca)

17.0 Policy Review

- 17.1 The Collections Management Policy of the Museums of Mississauga should be reviewed on a regular basis (every 3 years) to ensure that it continues to meet the needs of the Museums.
- 17.2 Anyone having concerns regarding this policy may submit to the Museums Manager a request in writing to review any section of this policy at any time during the year.
- 17.3 Revisions in this policy will be the responsibility of the Collections Supervisor and/ or Museums Manager. Endorsement of changed to the policy must be made by CASS (acting on behalf of MOMAC) or MOMAC directly.

Updated July 2011



**Collections & Exhibit Supervisor Report to
Collections and Storage Sub-Committee Meeting January 17, 2012**

New Donations:

- No new donations to date

Conservation:

- On going work by Miriam Harris
- Funds approved by Friends of the Museums for conservation work on Annie Sayer's saddle and \$2000 for an annual appraisal.
- Mary Harris' wedding dress will be conserved using Benares Endowment Funds

Exhibits: Out-Reach Displays

- Installed exhibit at Central Library (Canadiana Room) on the twinning between Kariya, Japan and Mississauga.
- Preparing out-reach displays for Council Reception to be installed January 20.
- Remove and install exhibit at Courtney Park Library.

Exhibits: In-House Displays

- *Jalna Revisited: The 85th Anniversary of Mazo de la Roche's Award Winning Novel* to be completed by January 20.
- Removed all seasonal displays from historic houses

Storage:

- Continue to monitor the newly installed Liebert HVAC system in Benares storage. Working with City staff to ensure levels are correct

Other:

- Circulated copy of Collections Policy to CASS members for review
- Lindsay trained a new collections volunteer, Eileen Wright, who has joined our Tuesday morning sessions
- Met with Katie Hemmingway, UTM History Intern, to discuss progress on research about early medical practices in Peel County which will be used as the basis for a future exhibit.
- Lindsay Doren, Acting Collections Assistant, will become Acting Lead Historical Interpreter effective January 23 but will continue one day a week with collections work with a focus on uploading records to the web.