



AGENDA

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

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

TUESDAY, MARCH 5, 2013 - 7:00 PM

Bradley Museum, The Anchorage
160 Orr Road

MEMBERS: Joseph Zammit, Citizen Member MOMAC **(Chair)**
Lawrence Cook, Citizen Member, MOMAC
Wendy Davies, Citizen Member, MOMAC
Anne Fabierkiewicz, 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
Supervisor

Contact: Mumtaz Alikhan, Legislative Coordinator, Office of the City Clerk
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CALL TO ORDER

DECLARATIONS OF DIRECT OR INDIRECT PECUNIARY INTEREST

APPROVAL OF AGENDA

MATTERS TO BE CONSIDERED

1. Minutes of the Previous Meeting – February 5, 2013 (To be sent separately)

Collections and Storage Subcommittee members to review the minutes of the February 5, 2013 meeting.

Recommend Approval
2. Collections & Exhibit Supervisor Report

Report from Stephanie Meeuwse, Supervisor, Collections & Exhibits providing an update on collections and exhibits.

Recommend Receipt
3. Verbal Update from the Manager of Museums

Annemarie Hagan, Manager, Museums to provide a verbal update.
4. Review of Next Steps

Draft Museums of Mississauga Collections Policy
5. Tour of Upgraded Collection Storage Space, Anchorage Basement
6. ITEMS FOR INFORMATION

Ontario Ministry of Culture Collection Standard

Recommend Receipt

OTHER BUSINESS

NEXT MEETING(S)

Museums of Mississauga Advisory Committee – Monday, March 25, 2013, 6:00 PM,
Benares Visitor Centre

Collections and Storage Subcommittee – Tuesday, April 2, 2013, 7:00 PM, Bradley
Museum, The Anchorage

ADJOURNMENT

Item 2

Collections & Exhibit Supervisor Report to Collections and Storage Sub-Committee Meeting March 5, 2013

New Donations:

- Painting of Elizabeth Hamilton by Port Credit Artist Hilton Hassell, 1951
- Two gowns related to the Gooderham/ Sutton/ Watt family of Meadowvale donated by Helen Younder

Conservation:

- On-going work on Mary Harris' wedding dress by Caterina Florio

Exhibits: Out-Reach Displays

- Displays installed in Canadiana Room and third floor of Central Library (Writers in Mississauga and Recent Donations)
- Exhibit installed in Malton Library about Butter making, taken down March 1st. Prepare exhibit installation for Erin Meadows Library for March and April.
- Lindsay Doren working on Edwardian Leisure exhibit for Council Reception
- Preparing Civic Centre Escalator Foyer display of images of the building of the Civic Centre
- Working on St. Lawrence Starch exhibit for Port Credit Arena

Exhibits: In-House Displays

- Early Medical Practices in Peel will run until April at Benares Visitor Centre. Features information on early doctors and Toronto Township Epidemics. Includes borrowed artifacts from PAMA.
- Extraordinary Lives: Inspiring Women of Peel display opened on Feb. 13 at the Anchorage and will run to mid-June.

Storage:

- Cleaned and organized Anchorage storage

Other:

- Working on procuring Past Perfect software and bar coding supplies to start Collections Management Upgrade project.
- Cleaned Bradley House and set up for Gala on Feb. 22
- Tracy attended Introduction to Understanding Media Collections workshop offered by Association of Ontario Archivists. Currently assessing and organizing mixed media from our Corporate Collection.
- Working on accessibility plan for Museums and incorporating accessibility into our exhibits
- Updated Draft Collections Policy to include new vision statement and new collecting criteria.

Item 6

Ontario Ministry of Culture

Collections standard

Objective of the Collections Standard

The artifacts in the museum's collection are a tangible representation of the community's heritage, and to retain their informational and historical value they must be properly cared for and documented. The museum will demonstrate its stewardship and facilitate access to collections and the information they hold by maintaining a well organized, managed and documented collection.

Requirements

1. The museum has a written collection development policy stating that it will:
 - a. Ensure that the scope of collection is consistent with the museum's statement of purpose
 - b. Establish priorities for collection development
 - c. Demonstrate a commitment to ethical behaviour in collection development (e.g. repatriation, human remains)
 - d. Meet municipal, provincial and federal legislative requirements that have an impact on collecting activities (e.g. illicit materials)
2. The museum has a written collections management policy stating that it will:
 - a. Ensure appropriate procedures and documentation for the acquisition, use and de-accessioning of artifacts in the collection
 - b. Ensure appropriate procedures and documentation for incoming and outgoing loans
 - c. Ensure appropriate procedures for the management of collections records
 - d. Demonstrate a commitment to conservation standards in the labeling, care and handling of artifacts
 - e. Distinguish between artifacts in a research (or study) collection and artifacts in an education (or hands-on) collection
 - f. Meet municipal, provincial and federal legislative requirements that have an impact on collections management and documentation (e.g. firearms, hazardous materials).
3. The museum assigns the duties of a registrar to an appropriately trained staff member and provides adequate time, workspace and funding for collections management activities.
4. The museum uses an effective collection documentation system, which may be paper-based, electronic, or a combination. The system will include a standardized numbering system, an accession register, a master catalogue file, and signed donor and loan forms.
5. The museum keeps a periodically updated paper or electronic copy of the collection records off-site in a secure location.
6. The museum's collection records are current.