

COLLECTIONS MANAGEMENT POLICY

Government of Alberta, Heritage Division



Title: *Heritage Division Collections Management Policy*

Approved: 
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PREFACE



Preface

Alberta's heritage facilities, collections and sites provide a unique and invaluable legacy for future generations. Albertans strongly support heritage as a "public good" and believe that it is important to their quality of life. Maintaining the trust that Albertans have placed in us to protect their past and safeguard it for the future is not an option, but an obligation. Fulfilling this obligation is the responsibility of the Heritage Division.

The Division's collections are the basis of much of what we do. They comprise a staggering number and range of objects representing our cultural, scientific, natural, social, technological and political history. Millions of objects and archival records tell the story of Alberta from prehistory to the present. Research, exhibits, education programs, publications and information are based on collections that are seen by almost a million people each year.

The collections are deeply embedded in the Division's Core Business: *Alberta's rich heritage is valued, and historical resources are preserved and accessible to Albertans, Canadians and international audiences.* They involve over half of all staff and, together with the facilities that showcase them, they are the Division's most recognizable feature.

Purpose of the Policy

The *Collections Management Policy* was developed to ensure that decisions are made within the context of clear policy framework that is consistent across the Division. The absence of such a framework could result in poor decisions that may have far-reaching consequences.

The policy is intended to be a practical guide to assist staff in carrying out routine collection responsibilities. Its purpose is to ensure consistency in what decisions are made, who is responsible for making them and how they are made. In doing so, it will contribute to our effectiveness, efficiency, consistency and accountability. It marks the first time in our 50 year history that we have a codified, integrated and Division-wide approach to collections management.

The policy makes every effort to move decision-making authority and responsibility down the organization as much as possible. It is detailed enough to provide specific information while avoiding procedural minutiae and flexible enough to permit prudent *ad hoc* decisions, so that we can capitalize on opportunities as they arise. The document is based on the professional standards of organizations such as the International Council of Museums and the Canadian Museums Association, and the collecting policies of major institutions like the Smithsonian, the National Museum of Natural History and the British Museum.

The benefits of the policy include:

- Managing the collections in a more consistent manner;
- Encouraging greater collaboration and information-sharing among branches;
- Facilitating the disposition of objects under a common policy framework;
- Establishing more consistent staff authorities and responsibilities;
- Implementing a sustainable and common approach to issues such as collections insurance and abandoned objects; and
- Developing, improving and standardizing legal agreements, contracts, forms and other documents.

Outline of the Policy

The policy is structured according to key collecting activities:

- Acquisition;
- Deaccession and disposition;
- Care and management;
- Use; and
- Access.

Chapter 1, *Overview of the Collections*, provides the context for the policy. It sets out the intellectual framework for collecting: the Division's collecting mandate, vision, principles and values. It also describes why the collections are important, what they comprise and how they are used.

Chapter 2, *Acquisition*, contains the first of five major policies on managing the collections. The *Acquisition Policy* addresses key collecting principles, priorities, conditions and criteria. It also provides guidelines on acquiring objects by purchase, donation, field collecting, transfers/exchanges and historic resource impact assessments. The chapter contains two supplemental policies: *Staff Conduct Relating to Acquisitions* and *Abandoned Objects*.

Chapter 3, *Deaccession and Disposition*, contains principles, priorities, conditions and criteria for deaccessioning and disposing of objects in a manner which ensures that accountability and the public trust are maintained. The chapter also contains a supplemental policy on the *Repatriation of Sacred Ceremonial Objects*.

Chapter 4, *Collections Care and Management*, acknowledges the Division's responsibility to preserve, conserve, store, document and safeguard the collections. It provides guidelines on preventive conservation and outlines the factors taken into account when intervention is necessary. Two supplemental policies on *Animal Welfare* and *Human Remains* are included.

Chapter 5, *Collections Use*, provides guidelines on how the collections are used. Central to this key role is achieving a balance between use and preservation. Criteria and guidelines for use of the collections are provided, along with three supplemental policies: *Adjunct Collections*, *Health and Safety* and *Destructive and Consumptive Analysis*.

Chapter 6, *Collections Access*, contains principles and criteria for physical and intellectual access by staff, researchers, visitors, the media, emergency personnel and contractors. It addresses exhibitions, education programs, special events, websites, publications, research, loans, documentation and staff consultation.

The document concludes with the *Appendices*. Appendix 1 contains definitions for terms used in the document, while Appendix 2 lists key provincial, national and international legal and ethical guidelines governing collections. Appendix 3 contains a matrix illustrating staff authority and responsibilities, which can be used as a quick reference to identify the approval required for various decisions. The policy concludes with Appendix 4, *Policy on the Disposition of Community-Based Collections and Objects*, which outlines the recommended disposition of materials in non-profit heritage facilities in Alberta.

Terms

For the purposes of this policy:

- “Objects” is synonymous with “collection” and refers to movable cultural property such as artifacts, scientific specimens, works of art, photographs, audiovisual material, maps, manuscripts and documentary records.
- The “Division’s collections” refers to government-owned objects in the custody of the Heritage Division.
- “Facilities” refers to the 20 museums, developed historic sites, interpretive centres and archives managed by the Division:
 - Brooks Aqueduct;
 - Father Lacombe Chapel;
 - Frank Slide Interpretive Centre;
 - Fort George and Buckingham House;
 - Head-Smashed-In Buffalo Jump Interpretive Centre;
 - Historic Dunvegan;
 - Leitch Collieries;
 - Lougheed House;
 - Oil Sands Discovery Centre;
 - Provincial Archives of Alberta (PAA);
 - Royal Alberta Museum (RAM);
 - Remington Carriage Museum (RCM);
 - Reynolds-Alberta Museum;
 - Royal Tyrrell Museum of Palaeontology (RTMP);
 - Royal Tyrrell Museum Field Station;
 - Rutherford House;
 - Ukrainian Cultural Heritage Village (UCHV);
 - Stephansson House;
 - Turner Valley Gas Plant; and
 - Victoria Settlement.
- Unless noted otherwise, “Act” refers to the *Historical Resources Act*.

Applicability

This policy applies to all divisional staff who acquire, manage, use or work with the collections. Employees, volunteers, researchers and others who access the collections are required to adhere to it. Because the collections affect many areas throughout the Division, other appropriate staff should be familiar with it.

Exceptions

The Assistant Deputy Minister may approve exceptions to this policy where extraordinary circumstances or opportunities occur.

Revision and Approval

The policy will be assessed every three years from its effective date to determine its effectiveness and appropriateness. It may be revised before that time to incorporate changes and ensure that it reflects current standards, ethics and legislation. Revisions will be submitted to and approved by the ADM.

Division and Branch Policies

The strength of the policy is that it encompasses the entire Division. This provides consistency in the principles, concepts and practices shared among the various facilities. However, the specific requirements of the Division's highly diversified collections and organizational structures cannot be addressed in detail by a single document. Each facility therefore may develop its own collections management policy that cascades from and is consistent with this divisional policy, to more fully address its own unique circumstances.

1. OVERVIEW



1. OVERVIEW OF THE COLLECTIONS

1. Purpose of the Collections

The Heritage Division is responsible for managing a unique and irreplaceable collection of millions of objects that tell the story of Alberta. From the smallest specimen to the largest artifact, these objects have the ability engage and inspire people of all ages and backgrounds.

In the broadest sense, the collections are a vast repository documenting our cultural, scientific, natural, social, technological and political heritage. They are extremely diverse -- ranging from dinosaurs to sewing machines, from stone tools to telecommunications, and from DNA to tractors and butterflies.

Each object tells a unique story. When assembled into collections and contextualized in exhibits and education programs, they encourage people to see the world in new ways. Collections can:

- Increase our understanding of humankind and the natural world;
- Give people a greater sense of place, identity and belonging;
- Evoke wonder and awe at the beauty, complexity and diversity of the changing world in which we live;
- Provide an evocative and compelling medium through which to explore the people, places and events that shaped the province;
- Contribute to advances in cultural and scientific knowledge;
- Provide us with evidence of changes in life and the Earth over time;
- Monitor changes in society and the environment and help us predict the impact of these changes;
- Provide reference material for evaluating development projects in the province and making recommendations for historic resource impact assessments; and
- Provide the basis on which to build an understanding of the lives of all Albertans.

2. Vision, Mission and Guiding Principles

Vision

The Heritage Division's collections inspire people of all ages and backgrounds to discover, appreciate and value the province's natural and human heritage, enhancing the quality of life for current and future generations.

Mission

Cultural and natural history objects that are significant to Albertans are acquired, researched, documented, preserved, made accessible and showcased to the world.

Guiding principles

<i>Integrity</i>	We embrace the highest professional and ethical standards.
<i>Inclusion</i>	Our collections are relevant and representative of the whole province, demonstrating how events and beliefs have shaped the province and the world.
<i>Access</i>	Our collections are accessible to Albertans and others, both on-site and online. Collections-related staff are accessible and helpful to the public.
<i>Knowledge and learning</i>	Authoritative research is essential in managing collections, furthering knowledge and helping Albertans and others to understand the world around them. Our collections augment the K-12 (Kindergarten to Grad curriculum and post-secondary programs, and foster lifelong learning.
<i>Excellence and innovation</i>	We constantly strive to improve our collections and collections practices by developing integrated, proactive and innovative solutions, and by meeting and exceeding recognized standards and best practice.
<i>Accountability</i>	Our collections are sustainable. They are acquired, preserved and managed responsibly according to Ministry heritage strategies, policies and goals. We are capable, conscientious and accountable stewards of the resources entrusted to us.
<i>Leadership</i>	Our collections are highly respected and our activities are models for other heritage institutions.
<i>Stewardship</i>	Collections are preserved and protected according to nationally and internationally accepted standards that are reflected in best practices and Ministry policies. This ensures that objects will be available for current and future generations.
<i>Collaboration</i>	We work with internal and external partners to share collections and expertise, conduct research, leverage resources and increase the public's access to Alberta's remarkable heritage.

3. Size and Scope

Size

The Division acquires, maintains and holds collections in trust for Albertans. They include almost 9 million cultural artifacts, 2 million scientific specimens, millions of records, 118 historical structures, five archaeological and palaeontological sites, and 1,900 hectares of historically significant land.

Scope

At their most basic subject level, the collections are divided into natural history and human history. The natural history collections include fossils, minerals, plants and animals, while the human history collections represent the first evidence of human activity in Alberta to the present day. They are structured to provide:

<i>Geographic representation</i>	The collections focus on Alberta. However, non-Albertan objects are occasionally acquired to place the province's history in a larger geographical context.
<i>Temporal representation</i>	There are no temporal or chronological limits on the collections. Natural history collections represent the time from the formation of the Earth to the present day. They aim at having a sequence of geological, environmental, biological and animal specimens representing the presence of organisms over time. Human history collections trace changes in human society over time. They comprise archaeological materials documenting the first evidence of human activity in Alberta approximately 11,000 years ago, and objects dating from the fur trade era (late 18 th century) to the present day. Contemporary objects are also collected, as these are the historical artifacts and records of the future.
<i>Cultural representation</i>	The human history collections focus on the Alberta experience. They represent Alberta's social, economic, religious, political, cultural, military, agricultural, industrial and spiritual development. Objects range from the ordinary to the extraordinary, and from pre-contact aboriginal to contemporary society.
<i>Taxonomic representation</i>	The natural history collections represent the taxonomic diversity of species found in or related to Alberta, both in the present and the past. These comprehensive collections help scientists to trace evolutionary changes in species and changes in the environment.
<i>Comparative representation</i>	Non-Alberta material may be acquired for its value in establishing a wider global context for the province's current biota, and natural and human history.

Interpretive Themes

Five interpretive themes cover all subject areas encompassed by the collections:

1. Prehistoric Alberta: The Evolution of the Earth and Life

This theme traces the evolution of the planet and life before humans through the study of geological materials and fossils. The RTMP's and RAM's collections include almost 152,000 palaeontological specimens (microfossils, macro-invertebrates, vertebrates and plants) from the Precambrian to Neogene periods, over 31,000 Quaternary period specimens (plants, vertebrates and trace fossils) and 22,000 geological specimens (minerals, rocks, meteorites and ores).

2. Alberta's Dynamic Species and Ecosystems

RAM's Quaternary Environments Collection consists of almost 1 million specimens such as lake cores, pollen residues, macrofossils and carbonized wood. The Life Sciences Collection contains over 700,000 plant (e.g., bryophytes, fungi, algae), invertebrate (hymenoptera, coleoptera, oribatid mites, lepidoptera and arthropods) and vertebrate (ichthyology, herpetology, ornithology and mammalogy) specimens. The vast majority is used for research and reference purposes and is not suitable for public exhibition.

3. The Human Footprint: People and Communities

This theme traces Alberta's social, cultural, spiritual and political development from the earliest evidence of human activity to the present day. With 7.2 million objects and extensive archival records, it is the largest and most diverse theme. Over 7 million artifacts (mostly archaeological) document Aboriginal peoples, immigration, domestic life, spiritual practice, the arts and other themes. The RAM, UCHV and Reynolds Museum account for most objects. The PAA rounds out this area with collections primarily on the arts and domestic life.

4. Transforming Alberta: Business and Industry

Alberta's development from its early agrarian roots to economic powerhouse is represented by collections that focus on agriculture, transportation, work and industry. Approximately 63,000 objects address areas such as the fur trade, medicine, natural resources, communications, construction, business, manufacturing, harvesting and transportation. Most objects are managed by RAM, with Reynolds, Remington and the PAA also represented.

5. Coming of Age: Government and Military History

These collections chronicle the government's historical and current role in public programs and provider/support functions, and address Alberta's military history. The PAA's holdings comprise the majority of the collection, which include the records of government ministries, elected officials and private individuals. Almost 23,000 objects primarily from RAM represent Alberta's military history through uniforms, medals, insignia and service documents.

4. Acquisition Methods

Objects are acquired by purchase, donation, field collecting, transfer/exchange and Historic Resource Impact Assessments (HRIAs).

- **Purchases** comprise a small but important source of acquisitions. An approximate average of 40 natural history specimens and 80 human history objects are acquired through private sales or public auctions each year.
- **Donations** are a major source of acquisitions. Approximately 1,800 human history objects, 3,300 natural history specimens and several hundred shelf metres of private records were acquired in 2011. Gifts have become increasingly important since the *Cultural Property Export and Import Act* was adopted in 1977, which provides tax incentives for donors. Nevertheless, many donations are declined because of quality issues and the long-term costs of managing and caring for them.
- **Field collecting** is the main source of natural history acquisitions. Over 18,000 specimens are acquired annually (13,000 of which are for RAM's participation in the Alberta Biodiversity Monitoring Institute initiative). Field collecting takes place in Alberta and internationally. Major expeditions are often undertaken in conjunction with other institutions and countries.
- **Transfers and exchanges** with other institutions are important for diversifying the scientific collections, but account for only a small proportion of new acquisitions (430 natural history and 30 human history objects). Government records are transferred from other ministries to the PAA.
- **HRIAs** are conducted under the *Act* when an activity will or will likely result in the alteration, damage or destruction of a historical resource. Excavated materials of historical significance are deposited with RAM, RTMP or other designated institution. Each year, approximately 100,000 archaeological and palaeontological objects are added to the Division's collections through HRIAs.

5. Stewardship

Long-term preservation and conservation strategies help to ensure that the collections are passed on to future generations in optimal condition. However, it is equally important that the collections be used, despite the increased risk of damage and deterioration. Striking an appropriate balance between long-term preservation and short-term use is a constant challenge. The Division follows professional standards in preserving, conserving, storing and documenting the collections while in storage, in transit and on display.

6. Audiences and Uses

Objects are used for research, exhibition, education, publication and reproduction, and serve as a legacy for future generations. Physical and intellectual access is provided to scholars, students, teachers, staff, people from other institutions and the general public. Almost 800,000 visitors to our facilities view objects on display each year, including almost 120,000 K-12 students who attended the Division's education programs in 2011-12. The Internet and social media are becoming increasingly important in disseminating information to widely dispersed and previously unreachable audiences.

7. Collection Categories

Managing such large and voluminous collections requires that they be organized into a rational framework common to all facilities. Objects are categorized into Core and Adjunct Collections. Core Collections contain high quality objects that are accessioned; they comprise the majority of the Division's holdings and are used primarily for research and display. Adjunct Collections are not accessioned and comprise lesser quality items used for teaching, information, display, restoration, exchange and reference. Each collection has its own storage, preservation, handling and documentation requirements.

Core Collections (Accessioned)

<i>Primary</i>	Genuine objects of good/excellent quality and condition that have major scientific and cultural significance for research or exhibition, or that are important to preserve as a legacy for future generations. Central to the facility's mandate and expected to be held permanently. Complete (or nearly complete) provenance. Receive the highest standard of care and fullest documentation. Lent only to institutions with appropriate standards. Not for hands-on use.
<i>Secondary</i>	Genuine objects that are duplicates or are of inferior quality or condition, minor significance or with incomplete provenance. Aligned with facility's mandate. Held indefinitely, but some objects may be replaced with better examples. Receive a good standard of care. Not for hands-on use.
<i>Replicas</i>	High quality casts and reproductions that are important for research, display and documentation. Not for hands-on use.

Adjunct Collections (Not Accessioned)

<i>Teaching</i>	Objects of lesser quality or condition, or that lack provenance/data/information, duplicates, lower quality casts and replicas, reproductions, models and copies of original documents. Generally for hands-on use in exhibits, education or other programs. Not retained permanently: objects deteriorate with use and are replaced.
<i>Props and Parts</i>	As above, plus modern manufactured items with a historical appearance. Props are generally displayed at historic sites and living history museums, while parts are used to repair and/or restore props and other objects. Not retained permanently: objects deteriorate with use and are replaced.
<i>Duplicate and Exchange</i>	Casts of fossils made specifically for exchange or sale, and duplicates of natural history specimens that are exchanged with external institutions.
<i>Support Information</i>	Documentation that supports an object, but which is not historical in itself. Not accessioned, but permanently retained on file.
<i>Temporary</i>	Objects awaiting accession, assessment or disposition. After assessment, some may become part of the Core or Adjunct Collections.
<i>Working</i>	Field collections awaiting processing or analysis. Most material is consumed or altered during routine analysis. Recovered objects and processed samples (e.g., fossils, pollen samples) may become part of the Core Collection.

8. Collections Staff

Curators, archivists, conservators, collection managers, assistant curators, exhibits staff, educators, site managers, historians, preparators, technicians and other employees are involved with the collections. Collectively, these staff are responsible for five key functions that are common to all divisional facilities:

- Collecting (acquisition);
- Preserving (preservation, restoration, conservation);
- Use (research, exhibitions, education, loans, access, etc.);
- Managing (preparation, processing, documentation, storage, risk management, etc.); and
- Deaccessioning and disposition.

Staff responsibilities and job titles are generally consistent across the Division. However, some variation occurs because of different organizational structures, the needs of specific collections and limited staffing in certain areas.

The policy attempts to provide a general framework for the authority and responsibilities of key collections-related positions. In the interests of clarity and brevity, some generalizations were required when writing the document. For example, positions with discrete responsibilities and specific expenditure authority are referenced (such as executive directors, curators, conservators and collection managers), while the positions that report to them (with similar responsibilities such as directors, assistant curators, assistant conservators and registrars) are not included. This information is not intended to replace position descriptions or diminish the importance of anyone's responsibilities. Instead, it should be interpreted -- like the rest of the policy -- as a guide to staff in carrying out key functions in a relatively consistent manner across the Division. As noted in the Preface, each facility may develop its own collections management policy, cascading from this broadly-based divisional one, to address specific responsibilities and situations.

Staff responsibilities most frequently referenced in the policy can be summarized as follows:

- **Curators and archivists** are generally responsible for the development, management, preservation and use of collections. They are the subject-matter experts, determining collecting and research goals in their area of responsibility. Curators and archivists develop and implement collection policies and procedures, and research and authenticate objects. They are also responsible for acquiring and disposing of objects (or recommending acquisitions and dispositions), as well as lending, borrowing and authorizing use and access. They ensure that collecting activities comply with all laws, ethics and professional standards. Some curators assist with collection management functions, while others focus almost entirely on research and acquisition.
- **Collection managers** are generally responsible for the care and maintenance of collections. In consultation with curators, archivists, technicians and/or conservators, they are responsible for dealing with the logistics relating to the collections such as maintaining, packing, shipping, insuring, organizing, storing and preserving objects. Additionally, most collection managers or their designates oversee accessions, deaccessions, dispositions and loans. Some collection managers are responsible for

supervising technicians and conservation staff, or for overseeing collections that do not have an affiliated curator.

- **Conservators** are responsible for the physical well-being of the objects, which often involves balancing long-term preservation with short-term use. They conserve, preserve, restore, reformat, prepare and stabilize objects, and recommend which objects can safely be displayed or loaned.
- **Exhibits staff** work with curators and archivists to translate concepts into exhibits, and fabricate and install exhibits, signage and information. They also work with conservators to ensure that exhibits are safe for objects and people.
- **Education staff** work closely with curators, collection managers, conservators and archivists to acquire, track and maintain objects used in the Teaching Collections.

2. ACQUISITION



2.1 ACQUISITION POLICY

A. PREAMBLE

1. Overview

The Division acquires natural and human history objects that focus on Alberta's history from prehistoric times to the present day. It is committed to:

- Strengthening the collections and enhancing their value for educational, exhibition, scientific and research purposes;
- Expanding the scientific and cultural record of Alberta; and
- Preserving historical objects as a legacy for future generations.

Placing an object in the collections is a two-step process. *Acquisition* is the act of gaining legal title and taking physical possession of an object. *Accession* is the formal process of recording it as part of the collections. Deciding which objects to add to the collections requires serious consideration because of the responsibility to care, store, exhibit, document and preserve them indefinitely. The Division is therefore selective about what it accections. Unplanned and indiscriminate growth of collections is neither feasible nor responsible.

Strengthening a collection may occasionally involve disposing of objects that no longer meet the collecting criteria. The *Acquisition Policy* therefore is closely aligned with the chapter on *Deaccession and Disposition*. Adherence to the *Acquisition Policy* will reduce the need to deaccession and dispose of objects.

2. Purpose of the Policy

The purpose of this policy is to support the acquisition of objects, consistent with the Division's mandate and stewardship responsibilities. It is intended to guide staff in strengthening the collections, based on strategic principles, priorities and criteria. It presents information on acquisition methods such as purchase, donation and field collecting, and provides a framework to ensure that staff meet the highest professional and ethical standards.

This document is part of the Division's overall *Collections Management Policy* and should be read in conjunction with the policies on *Deaccession and Disposition*, *Care and Management*, *Use and Access*. It contains the following supplemental policies:

- 2.1 *Policy on Staff Conduct Relating to Acquisitions*; and
- 2.2 *Policy on Abandoned Objects*.

B. PRINCIPLES

The Heritage Division adheres to a responsible and disciplined approach to acquisitions, based on the following principles:

Planned collecting	Growth of the collections is necessary to enhance their quality, further knowledge and provide a legacy. However, this growth must be strategic. Collecting is therefore based on a long-term vision and identified priorities to ensure that the collections are meaningful and sustainable.
Selective collecting	The scope of the province's history is so vast that not everything can be collected. The collections are therefore representative – focussing on selected objects that best <i>represent</i> a particular period or subject – rather than comprehensively attempting to collect the totality of Alberta's history. Similarly, emphasis is placed on the <i>quality</i> of the collections, rather than quantity.
Integrated collecting	Integrated and consistent approaches across the Division maximize the collections' strengths, increase efficiencies, and minimize overlap and duplication.
Relevance	Acquisitions are aligned with the mandate, goals and priorities of the Division and the collecting facility. All objects have a clear purpose for being acquired.
Alberta perspectives	Although the collections focus on Alberta, objects from other geographic regions are selectively acquired for comparative purposes or to provide further context.
Legal and ethical compliance	The Division complies with all relevant laws, conventions, treaties, agreements, legislation and regulations, and with the spirit and intent of efforts to protect and enhance cultural and natural heritage.
Stewardship	The Division only acquires objects that it can manage and maintain to professional standards. Limitations imposed by the availability of funds, staff expertise, storage space and conservation services are taken into account before an object is acquired.
Collaboration	Staff collaborate internally and externally to maximize resources, share information, and avoid overlap and duplication.
Accountability	Acquisition processes are transparent and fully accountable to donors, stakeholders, elected officials and the public.

C. POLICY

1. Policy Statement

The Division collects objects that represent Alberta's natural and cultural history. These are used for research, exhibitions and teaching, and are preserved as a legacy for future generations. Acquiring new material is essential to build and strengthen the collections. Formal principles and policies guide staff and ensure the highest standards of accountability, professionalism and public trust.

2. Applicability

All objects acquired by the Division are subject to this policy. The policy also applies to all staff who are responsible for acquiring objects, as well as front-desk and security staff who may interact with potential donors. Such employees are responsible for being informed of and adhering to this policy.

3. Acquisition Priorities

The following priorities have been established for building the collections:

1. Strengthen Existing Core Collections

(a) Collection areas in which the Division currently specializes, such as:

- Objects that are being used currently or in the near future for research, exhibits or education;
- Objects that address major weakness and gaps; and
- Objects that are threatened by damage or destruction from human activity or naturally-occurring environmental changes.

(b) Collections of a general nature that are currently under-represented, such as:

- Interesting or unique objects;
- Objects that address major weakness and gaps; and
- Objects with exceptional exhibit/display potential.

(c) Comparative collections, such as:

- Objects that broaden the base of existing comparative collections.

2. Build New Core Collections

New areas that are currently unaddressed, such as:

- Objects beyond the collections' current scope that more fully explain Alberta's history or place Alberta within a global context.

3. Strengthen Teaching Objects in the Adjunct Collection

New or better quality objects to enhance the delivery of education programs.

Within these broad categories, each facility is responsible for developing strategic priorities that are considered to be essential, important and desirable. These priorities will change as the collections evolve.

4. Conditions and Criteria for Acquiring Objects

Conditions

The following conditions must be met before acquiring an object:

- Objects are generally only acquired for the Core Collection when they are intended to be held permanently.
- The object is aligned with the mandates and goals of the facility.
- The object is recommended by staff with relevant expertise and has been approved by the appropriate authority.
- The object builds on the strength of, or addresses a weakness or gap in, existing collections or addresses a legitimate new collecting need.
- The object is in, or able to be returned to, a satisfactory state of preservation.
- The object does not unnecessarily duplicate or over-represent a particular type of object already in the collections.
- The Division has determined to the best of its ability that the object is free of legal and ethical impediments.
- Sufficient funds are available for purchases and the Division is satisfied that the purchase price is reasonable.
- The acquisition is not expected to result in undue expenses for conservation, storage or other care.
- The object does not inappropriately infringe on the authorized collecting mandates of other divisional facilities.

Criteria

The decision to acquire an object is based on its significance¹ relative to the existing collections and its proposed collection category, and its potential for research, education and display. Acquisitions are considered that meet one or more of the following criteria:

<i>Relevance</i>	The object supports the facility's goals and provides information about Alberta. Non-Albertan material is acquired selectively for its comparative value in establishing a wider context for the province's history.
<i>Historical significance</i>	The object is associated with people, events and places in Alberta.
<i>Esthetic significance</i>	The object displays superior creativity, craftsmanship, beauty or quality of design and execution.

¹ (*significance*) *A Guide to Assessing the Significance of Cultural Heritage Objects and Collections*. Heritage Collections Council, Australia, 2001.

<i>Scientific, research and technical significance</i>	The object has scientific value (e.g., documented spatial or temporal range, variation or habitat of a taxon) and research significance (e.g., provenance, documented context). It contributes to current knowledge and is part of a research plan.
<i>Social/spiritual significance</i>	The object reveals social, spiritual or cultural expressions that evidence high esteem, community identity and social cohesion.
<i>Provenance or context</i>	The object has a verifiable and/or documented history of existence, ownership and use.
<i>Representation</i>	The object fills gaps in collections and ensures an appropriate breadth and depth of coverage, including chronological/stratigraphic, geographical, cultural and temporal representation.
<i>Rarity</i>	The object is unique, rare, unusual or a very fine example of its type.
<i>Integrity</i>	The object has “integrity” (i.e., authentic, complete, good or excellent condition, good or excellent quality).
<i>Interpretive potential</i>	The object can be used to interpret and demonstrate aspects of the Alberta experience. This includes its relevance to exhibits, historic sites or formal research and documentation projects that expand the knowledge of Alberta’s cultural and natural heritage.

5. Acquisitions Outside the Policy

Objects falling beyond the scope of this policy or a facility’s mandate are acquired only in exceptional circumstances and must be approved prior to acquisition by Divisional Executive Committee member responsible.

6. Overlap and Duplication

Unnecessary overlap and duplication is avoided within and between collections. However, there may be legitimate reasons for occasional overlap and duplication, such as collections used for comparative purposes or duplicate objects retained for study and exhibit.

7. Acquisition Methods

The Division acquires objects by:

<i>Purchase</i>	Objects purchased at auction and through private or public sales.
<i>Donation</i>	Gifts, testamentary dispositions, deeds of trust and other forms of unencumbered gifts-in-kind.
<i>Field collecting</i>	Objects collected in their naturally-occurring habitats, depositional contexts or locations for scientific research and possible display.
<i>Transfer</i>	Objects transferred to the Division from within government or other heritage, educational or other institutions, including orphan collections.

<i>Exchange</i>	Objects that are exchanged with other heritage, educational or other institutions for items of similar monetary or intrinsic value.
<i>Historic resource impact assessments</i>	Objects collected during mitigative projects under the <i>Historical Resources Act</i> by palaeontological or archaeological consultants investigating the impact of developments on historic resources.

8. Acquisition Guidelines

(a) Purchases

Authority and responsibility

Most staff authorities and responsibilities are established at the ADM or Divisional Executive Committee² level and depend on the number of staff available and organizational structure. The following is a general outline of approval authority and responsibilities.

<i>ADM</i>	<p>Approve purchases that may be sensitive or controversial.</p> <p>Approve purchases that involve the international movement of culturally sensitive objects.</p> <p>Approve purchases that require stewardship resources beyond a facility's/branch's allocated budget.</p>
<i>Divisional Executive Committee member</i>	<p>Approve purchases of \$10,000 or more.</p> <p>Approve purchases outside the normal scope of the facility's collections.</p> <p>Approve purchases requiring resources beyond a collecting unit's allocated budget.</p> <p>Approve purchases that require special collaboration, storage, conservation, restoration or maintenance.</p> <p>Designate collecting units and assign responsibility to purchase objects and ensure compliance with all legal and ethical requirements.</p> <p>Provide policy guidance and budget support to purchase objects.</p> <p>Establish a collections review committee to review potential acquisitions and other collection management transactions, as required.</p> <p>Ensure that the <i>Collections Management Policy</i> is adhered to.</p>
<i>Curator</i>	<p>Approve purchases up to \$9,999.³</p> <p>Recommend purchases of \$10,000 or more.</p> <p>Appraise objects up to \$4,999. Contract an external appraiser when appraisals are required or for objects valued at \$5,000 or more.</p> <p>Identify any legal, ethical or other impediments to acquiring the object.</p> <p>Verify that the proposed object is authentic and significant.</p> <p>Verify that the incoming object meets the collecting conditions and criteria before it is recommended or approved.</p>
<i>Collections manager</i>	<p>Create and maintain records on objects, decisions and transactions.</p> <p>Ensure all legal requirements are met.</p> <p>Ensure appropriate storage space is available.</p>
<i>Conservator</i>	Assess the resources required to restore or preserve the purchase.

² The Divisional Executive Committee consists of the ADM, Executive Directors (RAM, RTMP, Historic Sites and Museums Branch, PAA and Historic Resources Management Branch), UCHV Director and the Director of Policy and Program Coordination.

³ All financial transactions outlined in the Policy are subject to budget availability and Expenditure Officer authorization.

Legal requirements

The Division follows all national and international laws and codes of ethics pertaining to cultural property. To discourage the illegal collection of specimens protected under the *Historical Resources Act*, *Provincial Wildlife Act* and federal *Migratory Bird Act*, the Division does not purchase archaeological artifacts or palaeontological or wildlife specimens unless they are historical collections that predate existing legislation, or were legally acquired under permit or from sources outside the province.

Intellectual property rights

Copyright, moral rights and other intellectual property issues must be considered before an object is acquired.

Warranty and indemnification

The Division seeks representations and warranties from the seller that the seller has clear title and that the object is free from any liens, claims and encumbrances. It also seeks indemnification for a full refund for the object in the event of any breach of warranty.

Commencement of ownership

Ownership commences when the Division pays for an object, receipt of payment is acknowledged and the object is received.

(b) Gifts-in-Kind (Non-monetary Donations and Bequests)

Gifts-in-kind are gifts of property other than cash and marketable securities, such as historical objects, artwork, records, supplies, equipment and books. The Canada Revenue Agency (CRA) states that there are three ways that objects may be gifted: Charitable Donations (including bequests), Gifts to Alberta and Certified Cultural Property.

(i) Charitable Donations and Gifts to Alberta

Legal conditions

The following conditions must be met for there to be a donation/gift-in-kind:

- The donor must transfer legal ownership of the object;
- The donor must transfer possession of the object;
- There must be no legally-enforceable conditions attached to the donation;
- The transfer of the object must be made with the intention to make a donation;
- The transfer must be voluntary; and
- Any advantage issued to the donor must not exceed 80% of the object's fair market value (FMV).

Authority and responsibility

ADM

Approve gifts-in-kind that may be sensitive or controversial.
Approve gifts that require stewardship resources beyond a facility's allocated budget.
Approve gifts that involve the international movement of culturally sensitive materials

<i>Divisional Executive Committee member</i>	<p>Approve gifts of \$10,000 or more.</p> <p>Approve gifts outside the normal scope of the facility's collections.</p> <p>Approve gifts requiring resources beyond a unit's allocated budget.</p> <p>Approve gifts that require special collaboration, storage, conservation, restoration or maintenance.</p> <p>Approve gifts from staff.</p> <p>Provide policy guidance regarding gifts-in-kind.</p> <p>Assign responsibility for donations and for complying with all legal and ethical requirements.</p> <p>Ensure that the <i>Collections Management Policy</i> is adhered to.</p>
<i>Curator, archivist</i>	<p>Approve gifts up to \$9,999.</p> <p>Recommend gifts of \$10,000 or more.</p> <p>Appraise objects up to \$4,999.⁴ Contract an external appraiser for objects valued at \$5,000 or more.</p> <p>Identify any legal, ethical or other impediments to acquiring the object.</p> <p>Verify that the proposed gift is authentic and significant.</p> <p>Verify that the object meets collecting conditions and criteria before it is recommended or approved.</p>
<i>Collections manager</i>	<p>Create and maintain records on objects, decisions and transactions.</p> <p>Ensure all legal requirements are met.</p> <p>Ensure appropriate storage space is available.</p>
<i>Conservator</i>	<p>Assess the condition and resources required to restore, preserve and store the object.</p>

Accepting gifts-in-kind

Gifts-in-kind are accepted through a Certificate of Gift signed by the donor and an authorized signatory for the Division. It indicates the donor's verification of legal ownership and freedom from claims by other parties.

Archaeological and palaeontological objects offered by the public may be considered for acquisition. A Certificate of Gift is issued if the object was collected in Alberta prior to July 5, 1978 and a Disposition Certificate has been issued, or if the object originates from outside Alberta.

Where possible, records of provenance and other information accompany the object.

Objects are not restored, accessioned or made available for use until the Certificate of Gift has been finalized.

Donations are recorded as an expense at FMV and offsetting revenue is processed as donation income. If the FMV cannot be reasonably estimated and no tax receipt is required, the gift may be reported to Financial Services at nominal value. Once the value of the gift is determined, it is reported to Financial Services.

All donations, whether tax receipted or not, are reported to Financial Services and recorded in the year in which the value of the gift is determined, and legal title and possession is transferred.

⁴ This differs from the CRA guideline of \$1,000, which is a recommendation rather than a requirement.

Appraisals

Qualified staff may appraise donations up to \$4,999.

Potential donations with a FMV of \$5,000 or more must be appraised by a third party who is not associated with either the donor or the facility receiving the gift. The donor may provide an appraisal based upon the object's FMV, provided that the appraisal was completed within one year of the donation and the Division is provided with the appraiser's qualifications. Additional appraisals may be requested if the curator feels that the appraiser was not qualified to evaluate the object being donated or if the appraisal was not reasonable. Appraisal costs are normally paid by the facility.

In recognition of the Division's commitment to the appropriate and ethical recovery of archaeological and palaeontological material, there may be exceptional circumstances where staff may prepare or arrange for an appraisal for the purposes of a tax receipt (see applicable conditions in *Section iii, Tax Receipts*). However, staff generally do not appraise, for tax receipting purposes, objects deemed to already be owned by the Crown.

Staff donations

Staff may donate objects and receive a tax receipt as long as they are not in a position to influence either the decision to accept the donation or the value of the appraisal.

The appropriate Divisional Executive Committee member is responsible for verifying and approving the donation by signing a Declaration of Staff Donation form.

Acknowledgment

Donors receive formal and timely acknowledgement.

The acquisition of objects deemed to already be owned by the Crown do not require a Certificate of Gift. A record of the submission is documented and the transaction is acknowledged through a letter of thanks.

Intellectual property rights

Copyright, moral rights and other intellectual property issues must be considered before an object is acquired.

Declining donations

The Division reserves the right to refuse objects that do not meet its acquisition criteria.

If a donor proposes to donate an intact collection, the Division accepts only those objects that are suitable for inclusion in its collections. There is no guarantee that a group of donated objects will be exhibited or stored as a single collection.

When the Division declines a donation, staff may assist donors in finding an alternate facility that will hold it in the public trust.

Commencement of ownership

Ownership (i.e., formal transfer of title) commences when the Gifting Agreement has been legally executed and the object physically enters the care of the facility.

All donations are irrevocable upon the transfer of title to the Division.

(ii) Canadian Cultural Property

A certified cultural property is a property of outstanding significance and national importance to Canada, for which a certificate has been issued by the Canadian Cultural Property Export Review Board. The *Cultural Property Export and Import Act* regulates the import and export of cultural property and provides tax incentives to encourage Canadians to donate or sell important objects to public institutions in Canada. The eligible amount for claiming a tax credit is 100% of the object's FMV at the time of the donation.

Objects must be donated to an institution or public authority that has been designated by the Minister of Canadian Heritage. Designated facilities/branches in the Division are RAM, RTMP, PAA and the Historic Sites and Museums Branch.

Authority and responsibility

Divisional Executive Committee member Approve to seek designation for specified objects under the *Cultural Property Export and Import Act*.

Committee member Assign responsibility to prepare applications for designations and funding under the *Cultural Property Export and Import Act*.
Ensure that the *Collections Management Policy* is adhered to.

Curator/archivist Contract external appraisers to determine the value of proposed Canadian Cultural Property.
Recommend, and upon approval, seek designation under the *Cultural Property Export and Import Act*.

Collections manager Create and maintain records on objects, decisions and transactions.

Guidelines

To qualify for a tax credit, the object must be certified by the Canadian Cultural Property Export Review Board as being culturally significant, based on its close ties to Canadian history or national life, its esthetic qualities, research value or national importance. Cultural Property does not have to be Canadian in origin.

The CRA states that appraisals for proposed Cultural Property must be provided by qualified individuals acting at arm's length who have no past, present or future interest in the transaction. Staff appraisals in any amount are not acceptable.

One appraisal is required when the aggregate estimated FMV of the donation is \$10,000 or less. Two appraisals are required for objects over \$10,000.

The Division normally insures Cultural Property, although there is no federal requirement to do so.

Cultural Property may not be deaccessioned or disposed of for at least 25 years from the date of certification, unless it is transferred to another Category "A" institution. CRA will impose a penalty on institutions that dispose of certified cultural property to other than a Category "A" institution before the timeline has elapsed.

Donors should be referred to the CRA's website at <http://www.pch.gc.ca/eng/1268673230268> for further information.

(iii) Tax Receipts

Authority and responsibility

<i>ADM</i>	Approve the <i>Official Receipt of Gift for Income Tax Purposes</i> .
<i>Divisional Executive Committee member</i>	Approve the <i>Official Receipt of Gift for Income Tax Purposes</i> . Establish the minimum donation value for issuing a tax receipt. Assign responsibility to issue tax receipts and ensure compliance with all legal, ethical and financial requirements. Ensure the <i>Collections Management Policy</i> is adhered to.
<i>Curator, archivist</i>	Recommend that objects receive pre-approval to issue tax receipts. Provide information required for tax receipts. Provide assurances that the object is authentic. Provide appraisals for donations up to \$4,999 (except Cultural Property). Contract external appraisers for objects valued at \$5,000 or more.
<i>Collections manager</i>	Verify information and prepare tax receipts in accordance with legal requirements. Forward tax receipt for approvals. Forward completed tax receipt to donor. Create and maintain records on objects, decisions and transactions. Retain documentation for examination by auditors or the CRA.

Guidelines

Tax receipts are handled in accordance with the GOA's *Financial Administration Act*, the federal *Income Tax Act* and CRA policies.

The Certificate of Gift must be signed by both parties before a tax receipt is issued.

Requests for an *Official Receipt of Gift for Income Tax Purposes* are completed and presented to the ADM before February 15 of the year following the year of the donation. Only after the receipt has been completed can it be sent to the donor.

To issue a receipt, the Ministry must determine if the donation constitutes a gift. Once a gift has been made, the eligible amount must be determined in accordance with CRA requirements. To determine this amount, the Ministry must know:

- The FMV of the donated object;
- If applicable, the FMV of any advantage provided to the donor; and
- If applicable, the cost of the property to the donor. It is the donor's responsibility to notify the GOA if this is applicable. Staff should be aware of circumstances in which the eligible amount may be less than FMV.

Receipts for donations are issued only to the individual or organization making the gift.

Because of the significant time involved to process a tax receipt, as well as the differing value of donations received by various divisional facilities, RAM, RTMP and Reynolds issue tax receipts for objects valued at \$100 or more. Other facilities may

issue tax receipts in a lower amount, as determined by the Divisional Executive Committee member responsible.

In recognition of the Division's commitment to the appropriate and ethical recovery of archaeological and palaeontological material, and so that these specimens remain in Alberta and Canada, tax receipts may be issued in exceptional circumstances.

A tax receipt may be issued for archaeological and palaeontological acquisitions that are:

- Significant legacy collections accompanied by documented provenance;
- Objects of exceptional archaeological or palaeontological significance;
- Significant objects in imminent danger of being dispersed outside Alberta and/or Canada; and
- Significant objects whose scientific or cultural value is in imminent danger of being diminished or degraded because the knowledge associated with them will not be recoverable in the future.

Donors are advised to consult an accountant or CRA if they have questions about how the CRA will treat the donation for tax purposes.

(c) Field Collecting

Authority and responsibility

<i>ADM</i>	Approve objects that may be controversial or sensitive. Approve objects that require stewardship resources beyond a facility's allocated budget.
<i>Divisional Executive Committee member</i>	Approve objects outside the normal scope of the facility's collections. Approve objects requiring resources beyond a collecting unit's allocated budget. Approve objects that require special collaboration, storage, conservation, restoration or maintenance. Assign responsibility and ensure compliance with all legal and ethical requirements. Provide policy guidance and budget support. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator</i>	Approve and undertake field collecting. Verify that the object is authentic and significant. Identify any legal, ethical or other impediments to acquiring the object. Obtain all required permits and permissions.
<i>Collections manager</i>	Create and maintain records on objects, decisions and transactions.
<i>Conservator</i>	Assess the object's condition and resources required to maintain it.

Guidelines

Specimens are acquired through field collecting when:

- Such activity complies with the *Act* and the *Archaeological and Palaeontological Research Permit Regulation*;
- The specimen is obtained for research, education or to augment the collections; and
- All required historic resource impact assessments and other permits are in place.

All materials obtained by staff, volunteers or other authorized representatives must be accompanied by appropriate documentation to establish that the objects were collected in accordance with provincial, federal and international law.

Any individual undertaking field collecting in the course of their employment with the Government of Alberta and/or on behalf of the Division does so on the express understanding that all materials collected are the exclusive property of the Alberta government, including all related documentation such as photographs, videos, maps and field notes.

(d) Transfers and Exchanges

(i) Internal Transfers

The most common internal transactions involve transfers of objects from one branch to another, such as RTMP transferring a duplicate geological specimen to RAM. Transfers also routinely include moving objects from the Core to Adjunct Collections, such as a lesser quality Core Collection object being transferred to the Teaching Collection (for details, see *Chapter 5 – Collections Use: Policy on Adjunct Collections*). Government records are transferred in accordance with corporate records retention and disposition schedules.

Authority and responsibility

<i>Divisional Executive Committee member</i>	Approve transfers between facilities within the Division. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator, archivist</i>	Approve transfers within the same facility. Recommend transfers and exchanges between facilities in the Division.
<i>Collections manager</i>	Create and maintain records on objects, decisions and transactions.

Guidelines

Objects may be transferred between branches with the agreement of both Divisional Executive Committee members (i.e., the one responsible for transferring it and the other responsible for receiving it).

An *Internal Transfer of Objects* form documents the transaction between the branches or facilities.

(ii) External Transfers and Exchanges

Objects are routinely transferred to or exchanged with external government entities, post-secondary institutions, museums and other organizations in Alberta, Canada and globally.

Authority and responsibility

<i>ADM</i>	Approve the transfer of ownership of divisional objects of <u>any</u> value, with the exception of objects in the Working Collections. Approve incoming objects that require resources beyond a facility's allocated budget. Approve transfers and exchanges that involve the international movement of materials that may be sensitive or controversial.
<i>Divisional Executive Committee member</i>	Approve objects requiring resources beyond a collecting unit's budget. Approve objects that require special collaboration, storage, conservation, restoration or maintenance. Approve incoming objects that are outside the scope of the facility's normal collecting activities. Recommend the transfer of ownership of a divisional object in <i>any</i> amount. Provide policy guidance and budget support. Assign responsibility for transfers and exchanges and for ensuring compliance with all legal and ethical requirements. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator</i>	Approve the routine transfer or exchange of objects in the Working Collection. Recommend the transfer of ownership of a divisional object in <i>any</i> amount. Identify any legal, ethical or other impediments to acquiring an object. Verify that the incoming object is authentic and significant, and that the disposition of the outgoing object will not negatively impact the Division's collections or programs. Verify that the incoming object meets collecting conditions and criteria before it is recommended or approved. Appraise objects up to \$4,999; hire an external appraiser for objects valued at \$5,000 or more.
<i>Collections manager</i>	Create and maintain records on objects, decisions and transactions.
<i>Conservator</i>	Provide advice on the object's condition and any resources required to restore or preserve it.

Guidelines

The Division enters into transfer or exchange agreements only with external organizations and institutions, not private individuals.

Original museum records are not transferred or exchanged. Copies may be made available. Original archival records may be transferred or exchanged between archives.

Exchanges are treated as two separate collection management activities: the Division's outgoing object and the external institution's incoming object. A Letter of Exchange documents the transaction between the two organizations.

Core Collection objects to be exchanged must first be deaccessioned in accordance with the *Deaccession and Disposition Policy*.

Commencement of ownership

Ownership commences when the exchange or transfer documents have been legally executed, the object physically enters the facility and the appropriate employee formally accepts the object.

(e) *Historic Resource Impact Assessments (HRIAs)*

Authority and responsibility

<i>ADM</i>	Issue <i>Historical Resources Act</i> requirements for development projects.
<i>Executive Director, RTMP; Director, Archaeological Survey</i>	Issue permits to excavate palaeontological or archaeological resources. Recommend requirements under the <i>Act</i> for development projects.
<i>Curator, archaeologist</i>	Evaluate the potential impact of commercial, industrial, infrastructure or other developments on significant palaeontological or archaeological resources. Recommend if an HRIA should be undertaken prior to development. Review material collected by professional historic resources consultants for significance and relevance to the collection. Create and maintain records on archaeological and palaeontological collections obtained through the HRIA process.

Guidelines

Objects are acquired when HRIAs are required under the *Act* or when a permit has been issued under the *Archaeological and Palaeontological Research Permit Regulation*.

The work is generally done by palaeontological or archaeological consultants hired by the developers.

All recovered objects are deposited at the RTMP, RAM or other appropriate institution, in compliance with HRIA requirements.

9. Accession Guidelines

Authority and responsibility

<i>Divisional Executive Committee member</i>	Assign responsibility for accessioning and for ensuring compliance with all legal and ethical requirements. Provide policy guidance and budget support. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator, archivist, collections manager</i>	Establish and implement standards for accessioning. Provide the collections manager with information required to create registration records. Create and maintain records on objects, decisions and transactions. Number, document and photograph objects. Enter information on databases.

Guidelines

Each facility is responsible for maintaining a permanent registration system appropriate to its collections, which includes accessioning, registering, cataloguing and documenting objects.

Decisions and collection transactions are documented to standards appropriate to the discipline and are retained permanently. Field notes and related documentation are recorded according to facility standards and procedures, and formally placed on file within six months of their initial recording.

Acquisitions are assigned an accession number and entered on the collections database as soon as possible.

Completion of accession

An accession is considered to be complete when an object has been received by the facility, title has been transferred and the transaction has been recorded in the collection manager's or equivalent's office.

10. Communications

Acquisition decisions are transparent and clear to staff, stakeholders, elected officials and the public.

2.2 POLICY ON STAFF CONDUCT RELATING TO ACQUISITIONS

A. PREAMBLE

1. Overview

The acquisition of heritage collections entails the highest public trust and carries a myriad of ethical considerations. The Division's reputation depends on maintaining the trust and confidence of donors, professional colleagues, elected officials and the public. Once lost, trust and confidence are difficult to re-build.

Staff are guided by several codes of conduct. The *Code of Conduct and Ethics for the Public Service of Alberta* is the primary guide. Other codes may include the principles espoused by organizations such as the International Council of Museums, Canadian Museums Association and the Association of Canadian Archivists and other professional codes of conduct, as applicable. Impartiality, integrity and the avoidance of conflicts of interest are among the most important behaviours that govern staff in their dual roles as GOA employees and heritage professionals.

2. Purpose of Policy

The purpose of this policy is to set standards of conduct for staff, volunteers and other personnel working at divisional facilities. It is intended to guide staff in their dealings with colleagues, donors and other individuals and agencies with whom they may interact during the acquisition process, as well as demonstrating that our collecting activities are professional and fully accountable. The policy supports the ethical acquisition of objects for the Core and Adjunct Collections, and is consistent with the Division's mandate and stewardship responsibilities.

The *Policy on Staff Conduct Relating to Acquisitions* is a supplement to the *Acquisition Policy* and should be read in conjunction with that document.

B. PRINCIPLES

- Accountability** Acquisition decisions are transparent and fully accountable to donors, stakeholders, elected officials and the public. Collections are acquired responsibly, according to professional standards.
- Collaboration** Staff collaborate internally and externally to maximize resources, share information, and avoid overlap and duplication.
- Integrity** Staff continually strive to improve the collections through sound decision-making and conscientious behaviour that meet the highest legal and ethical standards.
- Impartiality** Staff conduct their duties with impartiality and integrity.
- Leadership** Staff conduct is respected and serves as a model for other heritage organizations and institutions.

C. POLICY

1. Policy Statement

The Division collects objects that document Alberta's natural and cultural history. Acquiring new material is essential to build and strengthen the collections. Formal principles and policies guide staff in the acquisition process to ensure the highest standards of accountability, professionalism and ethical behaviour.

2. Applicability

This policy applies to all staff in the Heritage Division who acquire, manage and use the collections and related information. All employees, volunteers, visiting fellows and researchers, contractors and other appropriate individuals are responsible for being informed of and adhering to this policy.

3. Authority

Staff collecting activities are guided by the *Historical Resources Act* and the professional ethics of organizations such as the International Council of Museums, Canadian Museums Association and Association of Canadian Archivists. Staff are expected to be informed of and uphold all relevant international conventions, provincial and federal laws, treaty obligations and other conditions pertaining to collecting activities.

4. Guidelines for Staff Conduct

Conflict of Interest

Staff avoid all activities that may be construed as an actual, potential or perceived conflict of interest.

Staff do not represent, or appear to represent, their facility without a mandate to do so. They may not use their affiliation with the Division for personal gain or to benefit any third party.

Appraisals

Staff may not recommend to the public a specific dealer, appraiser or auctioneer, but may provide a list of such people with the understanding that it is not an endorsement. Staff may not accept any benefit from such individuals.

Personal Collecting

Staff may collect for their own interests and on their own time provided it does not conflict with the facility's interests.

Staff may not use their association with the Division to promote private collecting activities.

Staff may not purchase objects for a personal collection that have been deaccessioned from the collection of the facility for which they work.

Personal Use of Collections and Facilities

Objects from the collections may not be used by staff in their homes or for personal business.

Personal collections and objects may not be stored in divisional facilities or on the Division's property.

Staff may not research, document or conserve personal collections on government time.

Confidentiality and Privacy

The privacy of donors, lenders, members of the public and other cultural institutions is respected. Staff avoid the disclosure of sensitive information received as a result of their position.

Care is taken when providing access to information could result in the abuse of heritage sites or palaeontological, archaeological or biological material.

2.3 POLICY ON ABANDONED OBJECTS

A. PREAMBLE

1. Overview

The public occasionally abandons historical objects in the belief that the materials will be accepted and cared for in perpetuity. Items may be anonymously dropped off with staff or simply left on the grounds of the facility. These individuals likely felt that they were donating valuable material that the facility would want or had a moral obligation to keep. Abandoned objects that meet the acquisition criteria could be a welcome addition. In reality, few are suitable for retention.

Abandoned property is different from lost property, forgotten loans and undocumented objects. The act of bringing an object to a site implies that the abandonment was a deliberate act. In doing so, the abandoner effectively terminates his/her ownership and gives up all subsequent claims to the object. This is not the same as property that was misplaced or simply forgotten.

Abandoned objects can be problematic. It is virtually impossible to establish provenance, significance or legal status in the absence of background information. There are security concerns when suspicious, unsolicited or unidentified packages appear without explanation. Additionally, caring for sub-standard abandoned objects drains valuable time and resources from legitimate objects.

The Division bears no legal or moral obligation to accept or care for abandoned objects. However, they are duly assessed for possible retention. If accepted, they may be placed in either the Core or Adjunct Collections. If rejected, they may be given to an interested institution or destroyed.

Providing public information on proper donation procedures and establishing clear staff protocols will help curtail such incidents in future.

2. Purpose of the Policy

The purpose of this policy is to guide staff in managing objects that are abandoned by the public. It is intended to minimize such incidents and demonstrate that the actions taken are legitimate and accountable.

This policy is part of the Division's overall *Collections Management Policy*. It is a supplement to the *Acquisition Policy* and should be read in conjunction with that document.

2. PRINCIPLES

Legal and ethical obligations

The Division has no obligation to accept, use, store or care for abandoned objects.

It has no obligation to attempt to identify or return them to the owner.

The Division has no obligation to hold the abandoned objects for any period of time in case the abandoner wishes to re-claim them.

Acquisition

Abandoned objects are accepted into the collections only if they meet the acquisition criteria (with the exception of provenance).

Disposition

The Division may dispose of abandoned objects as it sees fit. This includes donating them to another institution or destroying them.

Communication

Every effort is made to discourage abandonment by providing information on proper donation procedures.

C. POLICY

1. Policy Statement

The Division discourages the abandonment of objects. While it may choose to retain them if they serve a purpose, there is no legal or moral responsibility to do so.

2. Applicability

This policy applies to staff that have delegated authority to acquire objects for the collections. It also applies to collection managers, security staff, front-desk staff and others who occasionally may deal with abandoned objects.

3. Conditions and Criteria for Acquiring Abandoned Objects

To be accepted into the collections, an abandoned object must meet the conditions and criteria for regular acquisitions, with the exception of provenance.

4. Guidelines

Authority and responsibility

<i>ADM</i>	Approve the acquisition or disposition of objects that could be sensitive or controversial.
<i>Divisional Executive Committee member</i>	Approve the acquisition or disposition of an object valued at \$10,000 or more. Assign responsibility for acquiring abandoned property and ensuring compliance with all legal and ethical requirements. Provide policy guidance. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator, archivist</i>	Approve the acquisition or disposition of an abandoned object valued up to \$9,999. Recommend the acquisition of an object valued at \$10,000 or more. To the extent possible, identify any legal, ethical or other impediments to acquiring the object.
<i>Conservator</i>	Determine if the object can reasonably be conserved or preserved.
<i>Collections manager</i>	Create and maintain records on abandoned objects, decisions and transactions. Carry out the approved disposition of abandoned objects.

Requirements

Abandoned objects that do not meet the acquisition criteria may be disposed of.

Suspicious objects are immediately referred to security staff, facility manager or other appropriate authority.

Abandoned objects accepted into the collections receive the same care as other objects.

5. Documentation

Abandoned objects accepted into the Core or Adjunct Collections are documented to the same standards as similar items, to the extent that information is available.

Documentation concerning the origin and disposition of an abandoned object is retained on file, regardless of whether the object is accessioned, tracked, transferred or destroyed.

3. DEACCESSION AND DISPOSITION



3.1 POLICY ON DEACCESSION AND DISPOSITION

A. PREAMBLE

1. Overview

The Division acquires collections with the intention of holding them permanently. Because objects are held in the public trust, there is strong reluctance to remove them from the collections. However, there are circumstances when removing an object can strengthen a collection.

Deaccession and disposition are an essential part of collections management. *Deaccession* refers to the permanent removal of an object from Core Collections because of poor condition or other factors. There are also significant expenses associated with tracking, maintaining and storing inappropriate objects -- resources that could be better spent on acquisitions or managing the collections. Once an object has been deaccessioned, it is physically disposed of (*disposition*) by donation, transfer, destruction or other means.

Removing an object from the collections requires careful consideration. Such decisions should be part of a collecting plan that is based on the object's significance and legal status, as well as consideration of any potential erosion of public trust. Once the decision is made, staff follow explicit written principles and policies that comply with professional standards.

Disposition can be sensitive because of the Division's mandate to hold objects permanently. Without clear policies and communication, removing them could appear to violate the public trust. It must be made clear to stakeholders, elected officials and the public that objects are removed only to improve the quality of the collections.

Deaccession presupposes that an object has been accessioned; once accessioned, it can only be removed by deaccession. Objects in the Adjunct Collection are not subject to deaccession requirements since they are not accessioned. However, they may be subject to the same disposition requirements as Core Collection objects. Working Collections acquired for processing or analysis are not subject to the same disposition requirements.

2. Purpose of the Policy

The purpose of this policy is to support the removal of objects from the Core and Adjunct Collections that are no longer appropriate for retention, in order to strengthen the collections and maximize the use of divisional resources. It is intended to guide staff in determining which objects should be removed, under what circumstances and by what method. It also seeks to address potential sensitivities concerning issues of public trust, by demonstrating that staff activities meet the highest professional and ethical standards.

The *Deaccession and Disposition Policy* is part of the overall *Collections Management Policy* and should be read in conjunction with the policies on *Acquisition* and *Care and Management*. It contains one supplemental policy on the *Repatriation of Sacred Ceremonial Objects*. Staff also should be aware of the *Policy on the Disposition of Community-Based Collections and Objects* (see pages 141-142).

B. PRINCIPLES

Improvement	Objects are deaccessioned and disposed of solely to improve the collections and advance the facility's goals.
Responsible management	The occasional removal of objects is an integral part of responsible collections management, which is carried out under strict criteria and guided by each facility's collection strategy.
Integrity	Before objects are removed from the collections, careful consideration is given to the long-term interests of the Division, the public and the object itself. The reasons for removing objects are ethical, defensible and objective, and not influenced by arbitrary taste or personal preference.
Public trust	Every effort is made to maintain the public's trust through policies that are transparent and accountable.
Legal and ethical compliance	The removal of objects is consistent with all relevant laws and professional ethics.
Public domain	Every reasonable effort is made to ensure that objects which are disposed of remain in the public domain. Objects that are important to Alberta should remain within the province; objects of regional or national significance should remain within Canada.
Optimization	Where possible and appropriate, the useful life of Core Collection objects is extended by transferring them to the Adjunct Collection before donating, selling or destroying them.
Collaboration	The Division works with the heritage community to provide information on the intent and circumstances of deaccession decisions, and the availability of objects proposed for disposition.

C. POLICY

1. Policy Statement

Deaccession and disposition are a routine part of good collections management. Objects are removed only after careful consideration, for the sole purpose of improving the quality of the collections. Deaccession and disposition is undertaken in accordance with established authorities, policies, laws and professional ethics.

2. Applicability

All objects that are removed from the collections are subject to this policy. The policy also applies to all staff who are responsible for deaccession and disposition. Employees are responsible for being informed of and adhering to this policy.

3. Deaccession Priorities

Priorities are established by each collecting area on a case-by-case basis.

4. Deaccession Conditions and Criteria

Conditions

The following conditions must exist before an object may be deaccessioned:

- The object has been accessioned and is currently in the Core Collection;
- There are no legal restrictions that would prevent deaccession;
- There are no outstanding insurance claims or other administrative restrictions;
- The rationale for removing the object from the collections is thoroughly documented; and
- There is no reasonable expectation that a request for repatriation will occur.

It is unacceptable to deaccession or dispose of an object:

- Without providing specialized expertise on the proposed removal;
- At the request of a donor or seller;
- If its removal would not be in the long-term interest of the public; or
- If the deaccession conditions are not met.

Criteria

An object may be removed from the Core Collections when one or more of the following criteria are met:

<i>Exchange</i>	The object is part of a mutually beneficial exchange with a scientific, heritage or other institution.
<i>Relevance</i>	The object does not support the Division's goals, and the facility's mandate and collection development objectives. In some cases, it may fit better in another facility or institution.
<i>Quality</i>	The object is of lesser quality than the same or similar objects in the collection, lacks significance or was accessioned erroneously (e.g., reproductions, props).
<i>Condition</i>	The object has deteriorated, or is incomplete or damaged, to such an extent that it no longer serves a useful purpose.
<i>Authenticity</i>	The object is incorrectly attributed or documented, or proven to be a fake, forgery or copy, with no useful purpose.
<i>Illegal possession</i>	Possession of the object may violate applicable law or be subject to legal claims.
<i>Care</i>	The Division is unable to properly care for the object.
<i>Duplication</i>	The object duplicates or over-represents a particular type of item.
<i>Repatriation</i>	The object is likely to be, or is scheduled to be, repatriated.
<i>Hazards</i>	The object threatens the stability of other collections and/or the health and safety of staff, volunteers or visitors.
<i>Destructive analysis</i>	The potential for gaining knowledge by destructive analysis justifies the object's loss.

5. Deaccession Guidelines

Authority and responsibility

<i>ADM</i>	Approve deaccessions that may be sensitive or controversial.
<i>Divisional Executive Committee member</i>	Approve routine deaccessions. Assign responsibility to deaccession objects and ensure compliance with all legal and ethical requirements. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator</i>	Recommend deaccessions within the curator's area of expertise.
<i>Collections manager</i>	Create and maintain deaccession records. Identify any legal restrictions or other impediments to deaccessioning.

Guidelines

Primary type specimens; rare, extinct or endangered species; or objects of special cultural or scientific value are generally not deaccessioned.

6. Disposition Methods

Disposition is based on the best long-term interests of the Division, facility and public. Every reasonable effort is made to transfer, donate or exchange objects. Appropriate methods of disposition (in order of preference) are:

<i>Internal transfer</i>	The object is transferred to other divisional facilities or to the Adjunct Collection.
<i>External transfer, exchange or donation</i>	The object is transferred/donated to, or exchanged with, a not-for-profit heritage or other appropriate institution.
<i>Sale</i>	The object is sold at public auction, or to another not-for-profit heritage or appropriate institution.
<i>Destruction</i>	The object is destroyed because it: <ul style="list-style-type: none">• Has deteriorated or is damaged beyond repair;• Poses a danger to staff, the public or the collections;• Is replaced in whole or part with new information resulting from destructive analysis; or• Cannot be disposed of by other means.

Selling, auctioning and destruction are viewed as last recourses because of the sensitivities involving objects held in the public trust.

7. Disposition Guidelines

Authority and responsibility

<i>ADM</i>	Approve the disposition of <u>any</u> object involving the transfer of ownership to an external agency (except routine transfers of natural history objects). Approve dispositions that may be sensitive or controversial.
<i>Divisional Executive Committee member</i>	Approve dispositions of objects that will remain within the Division (e.g., transferring objects between divisional facilities or from the Core to Adjunct collections). Approve requests for destructive sampling (except routine sampling of natural history objects collected specifically for sampling). Provide recommendations on objects where ownership will be transferred to an external agency (except natural history objects). Advise the ADM of potentially sensitive or controversial dispositions. Assign responsibility for the disposition of objects and compliance with all legal and ethical requirements. Provide policy guidance and budget support. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator</i>	Approve destructive sampling of natural history objects collected specifically for sampling. Dispose of casts in the Core Collection. Recommend the disposition of an object, including the method of disposition and (if applicable) the recipient institution.

Recommend destruction and method of destruction.
Advise the appropriate Divisional Executive Committee member of potentially sensitive or controversial dispositions.

Collections manager

Create and maintain records on the disposition of objects, decisions and transactions.
Identify any legal or other impediments to disposition or destruction.
Carry out the approved disposition of objects.

Timeliness

Disposition is carried out in a timely manner, and in accordance with any legal requirements and the *Collections Management Policy*.

Requests for return

Objects are not deaccessioned or disposed of at the request of the donor or seller, nor are they returned to them after deaccessioning whether or not a tax receipt was provided.

Objects are returned only when proven that the Division does not have rightful ownership or if the object is scheduled for repatriation.

Notification

The availability of an object is publicized to potentially interested institutions.

Care

If the object is being donated to or exchanged with another institution, the Division has received satisfactory written assurance that it will be properly cared for.

Disposition of Firearms

The only permissible methods for disposition are (1) transferring the firearm and firearms license to another museum, and (2) transferring the firearm to the police for destruction.

Disposition of a firearm through sale or returning it to the original owner/ donor is prohibited.

Cultural Property

Canadian Cultural Property can only be disposed of when the 25-year timeframe for holding it has elapsed or when it is transferred to a Category "A" institution.

Proceeds

Net proceeds from the sale of objects are placed in the Historic Resources Fund and used exclusively for new acquisitions or collections care.

Destruction

Two witnesses must observe the destruction of an object.

Disposition of hazardous objects complies with all legal and health and safety requirements, and is documented on the object's file.

Completion of disposition

An object has been permanently and legally removed from the collections when the approved disposition is complete and the transaction is recorded by the collections manager.

8. Documentation

Authority and responsibility

<i>Divisional Executive Committee member</i>	Assign responsibility to create, maintain and protect collection records, and to comply with all associated legal and ethical requirements. Ensure that the <i>Collections Management Policy</i> is adhered to. Provide policy guidance and budget support to carry out documentation requirements.
<i>Curator, archivist</i>	Provide information to the collections manager to create the necessary records.
<i>Collections manager</i>	Establish and implement documentation standards. Create and maintain records on objects, decisions and transactions.

Guidelines

Prior to deaccessioning, objects are documented and all electronic and paper records updated.

When disposition involves the transfer of ownership, formal transfer documents are completed and permanently retained by the Division. Information such as the new owner, location and sale price is recorded in the object's permanent record.

When an object is transferred from the Core to Adjunct Collection, the associated documentation is transferred to the appropriate file.

When an object is destroyed, relevant data is retained and the date, witnesses, method and reason for disposition are recorded and permanently retained.

9. Communications

All transactions are transparent, professional and accountable.

Divisional facilities are responsible for documenting the reasons for removing an object, their plans for disposition and the potential benefits of the planned course of action. Such information should be easily accessible by the museum community and interested members of the public. Notices are posted on appropriate museum and/or archival websites (e.g., Alberta Museums Association, Archives Society of Alberta), for 30 days. After this, notices are posted for an additional 30 days on appropriate national websites. If no expressions of interest are received, the facility may proceed with disposition as it sees fit.

3.2 POLICY ON REPATRIATION

A. PREAMBLE

1. Overview

Several Alberta museums hold artifacts of spiritual value to First Nations. Because sacred objects are used in traditional ceremonies and are considered vital to their continued practice, First Nations may request that these objects be returned or “repatriated”. Objects that are considered to be of sacred or religious significance are highly sensitive and generate strong emotional response. They deserve particular respect and must be treated with great care.

Sacred, ceremonial First Nations objects are under the authority of the *First Nations Sacred Ceremonial Objects Repatriation Act (FN SCORA)*. As of the date of this document, regulations are in place for Alberta Blackfoot Nations only (*Blackfoot First Nations Sacred Ceremonial Objects Repatriation Regulation*). Repatriation to other First Nations are handled on a case-by-case basis.

2. Purpose of the Policy

The purpose of this *Policy on Repatriation* is to address the removal of items from the collections and their return to legitimate representatives. The policy is intended to guide staff in returning objects to Alberta First Nations and demonstrate that the Division’s actions are professional, accountable and respectful of cultural sensitivities.

This policy is part of the overall *Collections Management Policy*. It is a supplement to the *Deaccession and Disposition Policy* and should be read in conjunction with that document.

B. PRINCIPLES

Respect	Repatriation is handled with the utmost care, respect and dignity, and to the highest professional standards and ethics. The Division gives serious consideration to all repatriation requests.
Integrity	The repatriation process follows a schedule of consultations, research, notices and procedures to ensure the confidentiality of the applicant, notification to all applicable parties and respect for the sensitivity of the objects involved. Careful consideration is given to the long-term interests of First Nations and the object itself.
Access	First Nations people may access relevant objects in the collections that represent, advance or preserve their culture.
Legal requirements	The Division complies with all appropriate provincial, federal and international laws, conventions, treaties, agreements and regulations concerning repatriation.
Ethics	The reasons for repatriating objects must be ethical, defensible and objective, and not influenced by arbitrary taste or individual preference.
Transparency	The Division is open, transparent and accountable in all of its activities involving repatriation.
Leadership	The <i>FN SCORA</i> legislation and the Division's implementation of it are models for other jurisdictions and heritage institutions.

C. POLICY

1. Policy Statement

The Division recognizes the distinctive nature of First Nations cultures and believes that sacred objects, which are vital to the practice of traditional ceremonies, should be put back into active use. It is committed to working with First Nations to repatriate appropriate objects and, in doing so, supports First Nations' efforts to build strong communities.

2. Applicability

RAM staff who are responsible for First Nations objects must be informed of and adhere to this policy. The policy applies to all relevant objects in the Division's collections, as well as Alberta government-owned objects at the Glenbow Museum (i.e., objects acquired before April 1996 or through the use of the Historic Resources Fund).

3. Criteria for Repatriation

FNSCORR does not apply to objects of a non-sacred nature or to objects that the applicant is not prepared to reintroduce into traditional ceremonial life. The Division will consider repatriating an object when the following criteria are met.

<i>Ownership</i>	Objects must be owned by the Crown.
<i>Use</i>	Objects must have been used by a First Nation in the practice of sacred ceremonial traditions and still be considered vital to the practice of those traditions.
<i>Origin</i>	Repatriation currently concerns objects of Alberta Blackfoot origin. Other First Nations objects are reviewed on a case-by-case basis.
<i>Recipients</i>	Objects may be repatriated to a society that is incorporated under the <i>Societies Act</i> and has been formally designated through a Band Council Resolution as acting for the First Nation on repatriation matters.
<i>Application</i>	Before repatriation is considered, the First Nation must apply to the Minister in accordance with the <i>FNSCORR</i> regulations.

4. Guidelines

Authority and responsibility

<i>ADM</i>	Approve all repatriation applications for objects owned by the Heritage Division, including Crown-owned objects at Glenbow.
<i>RAM Executive Director</i>	Provide recommendations on repatriation applications. Assign responsibility for repatriation and for complying with all associated legal and ethical requirements. Provide policy guidance and budget support to fulfill repatriation requirements. Ensure that the <i>Collections Management Policy</i> and <i>FNSCORR</i> are

adhered to.

<i>Curator of Ethnology</i>	Review repatriation applications and provide recommendations in conjunction with the RAM Repatriation Committee. Develop and implement written policies and procedures consistent with the legal requirements of <i>FNSCOR</i> A. Provide all documentation required under <i>FNSCOR</i> A.
<i>Designated RAM staff</i>	Manage the repatriation process for divisional objects and Crown-owned objects at the Glenbow Museum. Liaise with groups or individuals seeking information on repatriation. Gather relevant information to be used to evaluate applications. Prepare documents for approval. Arrange for and carry out the transfer of ownership to recipients.
<i>RAM Collections Manager</i>	Establish documentation standards. Create and maintain records on objects, applications, decisions and transactions.

Superseding authority

RAM is responsible for the development and implementation of written policies and procedures consistent with the legal requirements of *FNSCOR*A, as well as all documentation required under this legislation. These policies and procedures supersede all other divisional activities pertaining to First Nations sacred ceremonial objects.

Recipients

Objects are not repatriated to individuals or special interest groups.

5. Communications

All divisional facilities must consult with RAM to evaluate repatriation requests.

First Nations chiefs with an interest in an object proposed for repatriation are notified in writing of repatriation applications. A notice of application is also published in the *Alberta Gazette* and appropriate First Nations community newspapers.

4. CARE AND MANAGEMENT



4.1 POLICY ON COLLECTIONS CARE AND MANAGEMENT

A. PREAMBLE

1. Overview

The Division meets professional standards in preserving, conserving, storing and documenting the collections while in storage, in transit and on display. These standards apply to the Core and Adjunct Collections, as well as to objects on loan to the Division.

Care is taken to balance long-term preservation with short-term use. Preservation and conservation strategies help ensure that the collections will be passed on to future generations in optimal condition.

The risk to collections is mitigated first and foremost through preventive conservation. Each facility is responsible for protecting objects while on exhibit or in storage. Objects are protected against potential hazards such as improper handling, theft, vandalism, fire, flood, biological and chemical damage, and natural disasters. The collections are monitored by qualified staff and remedial action is taken as required.

Significant objects in the Core Collection are insured. In 2012, the Ministry adopted a “declared value” policy, which balances the risk of damage or loss with the cost of insurance coverage. Since the cost of insuring every object is prohibitive and since the Division takes extraordinary steps to mitigate risk, only the most significant objects are insured.

2. Purpose of the Policy

The purpose of this policy is to support the care and management of objects in the Core and Adjunct Collections and on loan to the Division, consistent with the Division’s goals and stewardship responsibilities. It is intended to guide staff in managing the collections. It also addresses the need to balance preservation with use, and demonstrates that staff activities meet the highest professional and ethical standards.

The policy is part of the Division’s overall *Collections Management Policy* and should be read in conjunction with the policies on *Acquisition*, *Use* and *Access*. It contains two supplemental documents:

- *Policy on Animal Welfare; and*
- *Policy on Human Remains.*

B. PRINCIPLES

Custodial responsibility	<p>Objects are placed in the care of the divisional facility with the mandate, expertise and programs most appropriate to acquiring, researching, preserving, interpreting and using the items.</p> <p>The facility that holds an object is responsible for its care, use and documentation.</p>
Care	<p>Collections are preserved and protected according to professional standards to ensure that they are available for future generations.</p>
Accessibility	<p>Collections and their associated data are accessible so long as their preservation and security are not compromised.</p>
Balance	<p>The Division balances the use of objects with their preservation requirements.</p>
Priorities	<p>Core Collections receive the highest standards of care, security, insurance coverage and storage locations. Adjunct Collections receive a level of care and management appropriate to their purpose and needs.</p>
Preventive conservation	<p>Objects are monitored to minimize loss, damage and deterioration before it occurs, whether they are in storage, on exhibit or in transit.</p>
Restoration and conservation	<p>Objects that have suffered damage or deterioration are stabilized, conserved or restored by trained staff.</p>
Recordkeeping	<p>Accurate, timely and comprehensive records are maintained on the Core and appropriate Adjunct Collections.</p>
Accounting for collections	<p>Because the collections are held in the public trust, they are not treated as assets for purposes of reporting in the ministry's financial statements.</p>

C. POLICY

1. Policy Statement

The Division is responsible for fulfilling the public trust by ensuring the long-term preservation of the collections. Objects are maintained under conditions that preserve their physical integrity while on display and in storage.

2. Applicability

All objects in the care and custody of the Division are subject to this policy. The policy also applies to all staff who are responsible for preserving, conserving, storing, insuring, managing risks and keeping records on the collections. All employees, volunteers and other appropriate individuals are responsible for being informed of and adhering to this policy. Staff are expected to provide temporary staff, researchers and contractors with appropriate information on collections care and management.

3. Preservation and Conservation

Authority and responsibility

<i>Divisional Executive Committee member</i>	<p>Approve preservation and conservation resources beyond a single program's budget.</p> <p>Assign responsibility for preserving and conserving objects and for complying with all associated legal and ethical requirements.</p> <p>Provide policy guidance and budget support to carry out preservation and conservation requirements.</p> <p>Ensure the overall well-being of the collections.</p> <p>Ensure that the <i>Collections Management Policy</i> is adhered to.</p>
<i>Curator, archivist</i>	<p>Ensure that collection policies and procedures are adhered to.</p> <p>Reinforce the importance of preservation to staff and volunteers.</p> <p>Help assess the general condition of collections and monitor environmental conditions (with conservator and collections manager).</p> <p>Identify and process objects and specimens</p> <p>Consult with conservator on preservation policies, standards and procedures.</p>
<i>Collections manager</i>	<p>Track objects within, and as they enter or leave, the facility.</p> <p>Help establish and implement preservation policies, standards and procedures consistent with the goals of the collecting unit and the nature, purpose and use of the collection (with conservator).</p> <p>Help assess the general condition of collections and monitor environmental conditions (with curator and conservator).</p> <p>Ensure appropriate transportation, packing and handling (with conservator).</p> <p>Complete condition reports where applicable and where conservation expertise is not required.</p> <p>Ensure that collections and associated information are cared for and maintained in conditions that preserve their physical and intellectual integrity.</p> <p>Maintain records on objects, decisions, transactions, problems and</p>

remedial actions.

<i>Conservator</i>	<p>Preserve and conserve objects. Create and maintain records on preservation and conservation treatments, decisions and actions. Develop and oversee preventive conservation measures (with collection managers and curators). Establish and implement preservation policies, standards and procedures consistent with the goals of the collecting unit and the nature, purpose and use of the collection (with collections manager). Plan and implement preservation goals. Issue guidelines for the care of the collections. Advise on appropriate transportation, packing and handling, and construct specialized packing containers. Complete condition reports (with collections manager). Provide appropriate information for the collections managers to place on the object's permanent file. Assess the general condition of collections and monitor environmental conditions (with curator and collections manager).</p>
<i>All staff</i>	<p>Immediately report any damage, loss or potentially hazardous conditions to appropriate staff.</p>

Standards

Standards are established for security, storage, display and appropriate environmental conditions for each collection.

Materials used to research, store and display objects must be of professional museum or archival quality, as appropriate to each object

Staff members, researchers and others who have access to the collections are trained in appropriate care and handling techniques.

Safeguarding the collections is the responsibility of all staff. Staff, volunteers and other workers are made aware of their duty of care for the collections.

Preventive Conservation

Prevention is the primary method of collections care. Steps are taken to prevent or minimize loss, damage and deterioration from temperature, humidity, light/radiation, theft, vandalism, pollutants, water, fire, pests, physical force and any other condition that may harm objects. Intervention is used only when preservation is insufficient.

Whenever possible, objects are fumigated or frozen prior to entering secure, environmentally-controlled storage areas.

Stabilization and Restoration

Priorities for stabilizing and restoring objects are based on urgency, an object's significance and other factors as deemed appropriate by the facility.

Conservation

Conservation is undertaken only by professional conservators or by staff under the direction of a conservator. Treatment conforms to the standards and ethics outlined by the International Institute for Conservation in the *Code of Ethics and Guidance for Practice for Those Involved in the Conservation of Cultural Property in Canada*.

Conservation treatment respects the integrity of the object. Treatment is minimal, historically accurate, easily detectable and, where possible, reversible.

All conservation treatment is documented, including why it was performed, what was done, who performed it and when it occurred. This information is retained permanently in the object's permanent file and made available to appropriate individuals upon request.

4. Storage

Authority and responsibility

<i>Divisional Executive Committee member</i>	Approve resources for storage beyond the program-level budget or for storage shared with other facilities. Assign responsibility for storing objects and for complying with all associated professional standards. Provide policy guidance and budget support. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator, archivist</i>	Provide advice to the conservator and collections manager on objects requiring special storage conditions.
<i>Collection manager</i>	Establish and implement policies and standards for safe storage, consistent with the nature of collections and available resources. Track the location of objects and maintain current records. Maintain records on storage risks, problems and remedial actions. Periodically review all aspects of collections storage to reduce risks.
<i>Conservator</i>	Provide advice to curators, archivists and collections manager on objects requiring special storage conditions. Periodically review preservation aspects of storage to reduce risks.

Storage criteria

Factors that determine the storage location include:

- Environmental requirements based on an object's material composition;
- The level of security required based on an object's value and risk of theft;
- Size and/or weight of an object;
- Size of a collection; and
- Type and frequency of use.

Allocating storage space

Every attempt is made to assign storage locations on a priority basis in accordance with objects' significance, value and use:

1. Onsite vaults (either safes or high security rooms) for objects such as holotypes, gems, minerals, coins, silver and gold artifacts, and restricted and prohibited firearms;
2. Onsite storage rooms for curatorial program collections such as objects that are actively being researched;
3. Onsite regular storage rooms for Adjunct Collections;
4. Offsite warehouse bays with humidity control for furniture and wooden artifacts;
5. Offsite regular warehouse bays for human history and archaeological material; and
6. Offsite warehouse bays without environmental controls for objects such as agricultural machinery and unrestored objects.

Security

Storage areas are secured to prevent access by the public, contractors and other unauthorized personnel.

Storage areas are generally used only for storing the Division's collections.

Environmental parameters

Environmental conditions are monitored at seasonal sites while they are closed to the public, and action is taken to prevent loss and damage to structures and objects.

Storage areas are equipped with appropriate fire suppression systems (with the exception of some warehouses).

5. Inspections and Inventories

Regular inspections and inventories are essential to managing the collections. Knowing the status of the collections supports basic accountability and good decision-making about storage requirements, insurance coverage, preservation and conservation requirements and risk management. Inventories are also useful for tracking and planning collections growth.

Inventories are maintained by entering information into the appropriate database. Storage and display locations are entered on the object's record.

Authority and responsibility

<i>Divisional Executive Committee member</i>	<p>Approve cyclical inspections and inventory plans.</p> <p>Ensure adequate separation of duties and other internal controls to minimize the unauthorized removal of objects.</p> <p>Assign responsibility for planning, conducting and evaluating inspections and inventories, and for complying with all associated legal and ethical requirements.</p> <p>Provide policy guidance and budget support.</p> <p>Ensure that the <i>Collections Management Policy</i> is adhered to.</p>
<i>Curator, archivist</i>	<p>Assist the collections manager with inventories and inspections.</p> <p>Inspect exhibits daily or frequently.</p>
<i>Collections manager</i>	<p>Develop and implement an inventory plan.</p> <p>Lead the development of plans for facility inventories, review the plans and make recommendations to the appropriate Divisional Executive Committee member on required improvements.</p>

Lead annual and cyclical inventory processes and follow up on any discrepancies. Provide recommendations to the Divisional Executive Committee member.
Maintain inventory records.

Inspections and Inventories

Collections and storage areas are inspected annually for required improvements such as safety and security, ease of utilization and functional adequacy. Inspections include a random object location audit. This involves locating objects generated from the database and finding records of random objects selected from the collections.

Inspections and inventories of large collections may be organized in one- to five-year cycles.

The results of inspections and inventories are included in the Annual Collections Report, which is submitted to the appropriate Divisional Executive Committee member and is subject to Internal Audit review.

6. Risk Management

(a) General

Proper collections management requires that risks be identified, minimized and controlled through an assessment of hazards such as improper handling, mechanical failure, storage and environmental deficiencies, theft, vandalism and natural deterioration. It also requires the development of a Business Continuity Plan to assist in managing major work disruptions due to natural disasters, power outages, etc.

Authority and responsibility

Divisional Executive Committee member Assign responsibility for risk management and for ensuring compliance with all professional, legal and ethical requirements.
Assign responsibility for security while the collections are in storage, on exhibit, or being used for research or other purposes.
Assign responsibility for maintaining and implementing a facility Business Continuity Plan that links to the Division's and department's plan.
Provide policy guidance and budget support to manage risks.
Ensure that procedures exist to immediately report and document damage, loss or theft of divisional or loaned objects.
Ensure that collections are maintained in controlled areas that are adequately protected against fire, theft, terrorism, vandalism, deterioration and natural disasters.
Ensure that the *Collections Management Policy* is adhered to.

Curator, archivist Report objects that have been damaged to the conservator (with collections manager).
Inform staff, visitors and contractors of any hazards concerning the facility or collections.
Approve access for volunteers, visitors, contractors, etc.
Monitor the activities of volunteers, visitors and contractors as required.

Collections manager Report objects that have been damaged to the conservator (with curator).

Help implement preventive conservation measures.
 Create and maintain records about collections risks and remedial actions.
 Report and remediate situations concerning potential or actual damage to or loss of objects, personal injury or legal liability to the appropriate Divisional Executive Committee member.
 Manage insurance requirements.
 Take reasonable precautions to protect objects while in transit (with conservator).

Conservator Develop, implement and oversee preservation and conservation measures.
 Monitor objects for damage and deterioration resulting from inherent vice.
 Take all reasonable precautions to protect objects while in transit (with collections manager and curator).
 Create and maintain records on risks, and preservation and conservation decisions and actions. Provide appropriate information for the collections manager to place on the object's permanent file.

Designated staff Develop, recommend and implement a Business Continuity Plan.
 Arrange access for volunteers, visitors, etc.

Security staff Provide and track keys or access cards for volunteers, visitors and contractors.
 Secure appropriate areas from access by unauthorized people.

All staff Maintain general awareness of the facility's risk management and security processes.
 Report situations concerning potential or actual damage or loss to the collections, personal injury or legal liability to the collections manager.

Volunteers, visitors and contractors Comply with all conditions and procedures set by staff.

Security

Only those staff legitimately requiring access to a given area is allowed entry. Storage areas are secured and the distribution and collection of keys/cards is strictly controlled.

Card access systems are preferable to the use of keys.

(b) Insurance

Authority and responsibility

Divisional Executive Committee member Approve the acquisition of an object for \$10,000 or more resulting from an insurance claim.
 Approve the annual schedule and declared value of objects to be insured.
 Acquire additional insurance under exceptional circumstances.
 Provide policy guidance and budget support.
 Assign responsibility for coordinating insurance requirements and for

complying with all associated legal and professional requirements. Ensure that the *Collections Management Policy* and Alberta Treasury, Risk Management and Insurance (RMI) requirements are adhered to.

<i>Curator, archivist</i>	Approve acquisitions up to \$9,999 resulting from an insurance claim. Recommend acquisitions for \$10,000 or more resulting from an insurance claim. Provide information and valuations to the collections manager on objects to be insured. Advise the collections manager and conservator about objects involved in claims.
<i>Collections manager</i>	Establish and coordinate the claims process. Provide the schedule and declared value of objects to be insured to the Director, Policy and Program Coordination. Provide lists of collection assets as requested by Strategic Corporate Services.
<i>Conservator</i>	Advise the collections manager and curator about objects involved in claims.
<i>Director, Policy and Program Coordination</i>	Liaise with RMI on general insurance issues (not claims) and provide information to appropriate staff. Coordinate and submit the Division's coverage schedules to RMI.

Coverage

Selected objects in the Core Collections are insured through RMI and covered while in storage and on exhibit. Objects in the Adjunct Collection are not insured. Objects on loan are insured as per the loan agreement.

Insurance values are based on the monetary and/or intrinsic value of an object or collection, as declared to RMI.

It is unfeasible to establish or maintain current FMVs on the entire collection. The value of most objects/collections is therefore estimated, with only the most notable items having current monetary valuations.

Insurance coverage is extended only to objects that have been declared on the insurance schedule and reported to RMI. Objects that are not on the approved list are not covered.

Criteria

The following criteria are used to determine if an object or collection should be insured. The object should demonstrate exceptional significance/value in one or more area.

Monetary (Market) Value

High monetary value The object is of exceptionally high monetary value, based on recent selling prices for similar objects on the open market.

Low monetary threshold The value of the object exceeds its repair/replacement cost and the insurance deductible.

Replacement/repair cost Normal budget is insufficient to replace or repair object, including the costs of field collecting, specimen preparation, restoration or manufacture of replica.

Intrinsic (Cultural/Scientific) Value*

Relevance The object supports the facility's goals and provides information about Alberta. Non-Albertan material is acquired selectively for its comparative value in establishing a wider context for the province's history.

Historical Significance The object is associated with people, events and places in Alberta.

Esthetic significance The object displays superior creativity, craftsmanship, beauty or quality of design and execution.

Scientific, research and technical significance The object has scientific value (e.g., documented spatial or temporal range, variation or habitat of a taxon) and research significance (e.g., provenance, documented context). It contributes to current knowledge and is part of a research plan.

Social/spiritual significance The object reveals social, spiritual or cultural expressions that evidence high esteem, community identity and social cohesion.

Provenance or context The object has a verifiable and/or documented history of existence, ownership and use.

Representation The object fills gaps in collections and ensures an appropriate breadth and depth of coverage, including chronological/stratigraphic, geographical, cultural and temporal representation.

Rarity The object is unique, rare, unusual or a very fine example of its type.

Integrity The object has "integrity" (i.e., authentic, complete, good or excellent condition, good or excellent quality).

Interpretive potential The object can be used to interpret and demonstrate aspects of the Alberta experience. This includes its relevance to exhibits, historic sites or formal research and documentation projects that expand the knowledge of Alberta's cultural and natural heritage.

Reporting damage

Damage to or loss of objects is reported to the collections manager or other appropriate staff as soon as it is discovered.

Use of proceeds

Insurance proceeds for a damaged object may only be used to conserve or restore the specific item. Proceeds for complete loss may be directed to replacing the lost object or

* (significance) *A Guide to Assessing the Significance of Cultural Heritage Objects and Collections*. Heritage Collections Council, Australia, 2001.

to acquiring other priority objects, at the recommendation of the curator in the unit that sustained the loss.

7. Recordkeeping

Good recordkeeping is an essential part of professional collections management. Proper documentation contributes to the intrinsic value of an object by:

- Providing information such as provenance, production, use, etc. that places the object in its proper historical, social, political, cultural or scientific context;
- Describing the object and providing evidence of ownership, significance and monetary value, which is useful if the object is damaged, stolen or destroyed;
- Ensuring accountability by documenting and tracking the location of objects; and
- Supporting physical and intellectual access by all types of users.

Authority and responsibilities

<i>ADM</i>	Approve initiatives beyond the scope or resources of individual branches, such as collections database development, bulk data entry or the digitization of images.
<i>Divisional Executive Committee member</i>	Approve resources beyond program-level budgets. Recommend initiatives beyond the scope or resources of the branch. Provide budget support to ensure that the collections are documented. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator, archivist</i>	Provide information to the collections manager. Document objects (with collections manager).
<i>Collections manager</i>	Establish and implement documentation standards. Retain, archive and protect all original and, where appropriate, copies of records on objects, decisions and transactions.
<i>Conservator</i>	Create and maintain conservation records.

Standards

Each facility is responsible for maintaining a permanent registration system appropriate to the nature and category of object. Objects are registered promptly and collections are documented to ensure that they are readily accessible.

Collection records are housed in secure locations and physically preserved through proper handling and storage methods.

Information complies with professional standards. Each facility is responsible for maintaining accurate, up-to-date records on the identification, location and condition of all objects, and use related information in exhibitions, research and correspondence.

Standardized systems facilitate data entry, maintenance and retrieval. All records, both manual and electronic, are maintained in a secure and stable environment.

Appropriate information is made available to the public through the Internet or other means. Confidential and sensitive information is not publically accessible unless so determined under FOIPP.

Content

The Division maintains comprehensive support documentation that includes:

- Descriptive information such as object name, description, acquisition method, valuation, provenance/locality data, condition, historical and research data;
- Registration data associated with collection activities, such as information on accession, deaccession, disposition, exhibit histories, condition and conservation history, insurance records, incoming and outgoing loans, and research studies;
- Information on intellectual property rights, such as the owners of intellectual property and any transfer of these rights;
- Legal documents such as the Gifting Agreement, bill of sale, wills, title transfer, etc.
- Supporting documentation such as photographs, original illustrations and manuscripts, reports, permit reports, research records, field maps and correspondence; and
- Field collecting documents that satisfy legal obligations.

Information on the object's location is kept current at all times.

Documentation may be in written, electronic, audio visual or graphic form.

Collections submitted by consultants or collected during fieldwork comply with the *Archaeological and Palaeontological Research Permit Regulation*. Upon receipt, objects are recorded in the database and stored according to appropriate curatorial practices.

Supporting documentation is considered to be part of the Adjunct Collection.

Documentation on deaccessioned objects

Documentation on deaccessioned objects is retained permanently, including the reasons and approvals for removal. If the object is transferred to another institution, a copy of the documentation should be provided to that facility.

Ownership

All collection records and documentation are the property of Alberta government. This includes accession ledgers and reports, correspondence, ownership and transfer documents, appraisals, card catalogues, annotated field maps, research notes, images and other records.

Retention

Documentation on an object is maintained permanently.

Security

Security arrangements for data, documents and records parallel those provided for objects.

Collection records are housed in a secure location and preserved through proper handling and storage methods.

Where possible and practical, duplicate copies are maintained at a separate secure site remote from the records in routine use.

Electronic records

The Division's electronic records on *The Museum System* (TMS) and other databases include information on accessioned, non-accessioned and deaccessioned objects. Curatorial areas are primarily responsible for updating and maintaining electronic records, and for determining access to confidential records.

8. Accounting for Collections

Consistent with the practice generally followed by heritage institutions, the Alberta government does not treat collections as realizable assets for reporting purposes in its financial statements. Collections are held in the public trust and not for financial gain.

4.2 POLICY ON ANIMAL WELFARE

A. PREAMBLE

1. Overview

The Heritage Division is responsible for a variety of live animals that are used in education programs, special events, exhibits and research. Animals are not considered to be “collections” in the same manner as objects. However, like collections, managing live populations requires that they be acquired, cared for and occasionally removed.

The use of live animals can make programs more meaningful, memorable and enjoyable for visitors. At any given time, the Division has horses, cows, pigs, sheep, goats, ducks, geese, chickens, reptiles, amphibians, fish and insects in its care. RAM, RTMP, UCHV and RCM maintain live populations to demonstrate the role of animals in settlers’ lives, teach visitors about animal species and their habitats, and compare modern species with ancient ones. Staff also study and capture wild animals in their natural settings.

The Division recognizes its high level of moral responsibility for the welfare of the animals* in its care. Specialized staff such as stable masters, farm coordinators, ichthyologists and entomologists ensure their well-being.

The animal’s quality of life is paramount. This includes appropriate food and housing, good care, social interaction, considerate handling and, if required, humane euthanasia. The public expect that animals will be treated properly at all times. The Alberta government has a special duty in this regard. The *Wildlife Act* specifies provisions for wild animals and Alberta Agriculture and Rural Development oversees the humane treatment of livestock. The Division adheres to the guidelines of the Canadian Council of Animal Care (CCAC) governing the care and ethical treatment of animals, as well as the guidelines set out by the Canadian Food Inspection Agency regarding the housing of live invertebrates.

2. Purpose of the Policy

The purpose of this policy is to support the ethical principles that guide animal care in research, exhibits and education programs. It focuses on the humane treatment of animals by staff and the public and is intended to serve as a source of information for the media and organizations that may be concerned about animals under the Division’s care.

This policy is consistent with the Heritage Division’s overall *Collections Management Policy* and is a supplement to the *Policy on Collections Use*.

* For the purposes of this policy, “animal” refers to all living creatures for which the Division is responsible, but does not include animals used as feed.

B. PRINCIPLES

Respect	The use of live animals is a privilege, not a right.
Care	The Division adheres to the highest principles of animal care.
Relevance	Animals are used only when directly related to the facility's mission. They address research, education or exhibition goals, and provide important information about Alberta or the province in a global or temporal context.
Responsibility	The Division takes complete responsibility for the animals under its care, as well as staff and members of the public who interact with them.
Legal and ethical requirements	The Division complies with all legal and ethical requirements concerning acquisition, capture, restraint, handling, marking, care and euthanasia.
Humane treatment	<p>The use of animals in public programs is permitted where:</p> <p>The well-being of animals is emphasized at all times;</p> <p>The animals' use and surroundings are appropriate;</p> <p>Suitable species and individual specimens are used for specific purposes; and.</p> <p>The animal is treated with respect.</p>
Viability	The capture of free-ranging animals does not compromise the long-term viability of the species.

C. POLICY

1. Policy Statement

The Division acquires and cares for live animals that further an understanding of Alberta's natural and cultural history. Animals are primarily used in research and teaching programs. The physical and social welfare of the animals is paramount at all times. The Division complies with all legal and ethical guidelines regarding humane treatment.

2. Applicability

This policy applies to all Heritage Division staff that have responsibility for acquiring and managing live animals used in education, research and other programs.

3. Priorities

Animals are acquired and used only when directly related to the facility's goals and when they significantly enhance research or the visitor experience.

4. Criteria for Acquisition and Use of Live Animals

The acquisition and care of live animals is based upon factors such as:

<i>Legality</i>	Animals are acquired from the wild in accordance with all professional requirements, or only from sources that conduct their business in a legal and ethical manner.
<i>Long-term care</i>	The facility has the necessary resources and expertise to care for the animal, so that its physical and social needs are met.
<i>Suitability</i>	The animal's temperament and overall suitability are appropriate to the program, particularly if it is required to interact with the public.
<i>Existing populations</i>	New animals are acquired only if they will not jeopardize the health and care of existing ones.
<i>Program enhancement</i>	The animal helps to demonstrate, or expand existing knowledge of, the province's natural or cultural heritage.
<i>Resources</i>	Animals are not acquired unless the facility has adequate facilities and resources to care for them.

5. Acquisition Methods

The Division may acquire live animals by the following methods:

<i>Purchase</i>	Animals purchased at auction or through private or public sales.
<i>Donation</i>	Gift or other form of unencumbered contribution.
<i>Field collecting/capture</i>	Specimens collected in their naturally-occurring habitats or locations.

<i>Transfer</i>	Animals transferred to the Division from other sources.
<i>Exchange</i>	Animals that are exchanged with other institutions for ones of similar monetary or intrinsic value.
<i>Propagation</i>	Animals that multiply by natural reproduction from parent stock.

6. Guidelines

Authority and responsibility

<i>Divisional Executive Committee member</i>	<p>Approve the acquisition and care of animals that require significant human or financial resources.</p> <p>Approve the acquisition or care of animals that may be sensitive or controversial.</p> <p>Assign responsibility for acquiring, studying and managing live animals, and for complying with all legal and ethical requirements.</p> <p>Provide policy guidance and budget support.</p> <p>Ensure that the <i>Collections Management Policy</i> is adhered to.</p>
<i>Curator, farm manager or stable master</i>	<p>Acquire animals requiring routine resources.</p> <p>Ensure the highest standards of care and well-being of the animals.</p> <p>Ensure compliance with all legal and ethical requirements concerning capture, restraint, handling, marking, care, culling and euthanasia.</p> <p>Ensure that an animal proposed for acquisition was legally and ethically acquired from its source.</p> <p>Ensure that acceptable disposition methods are used.</p> <p>Maintain a record of the animal's history while in the Division's care and custody.</p> <p>Maintain knowledge of first aid procedures.</p>

Capture

The long-term impact of capturing wild animals are given careful consideration. Captures are carried out in accordance with all laws and regulations, and do not negatively impact the viability of the species or habitat.

Care

The physical, social and psychological needs of individual animals are accommodated at all times. Animals in close contact with the public are carefully overseen to ensure that their well-being is not compromised. This includes providing rest periods, retreat areas from the public, environmental enrichment and avoidance of excessive handling.

Diets must be tailored to each animal's or species' nutritional and psychological needs.

Animals exhibiting signs of illness or abnormal behaviour are not to be used. Animals may be isolated to reduce the risk of harming visitors or other animals, or transmitting infections. Illnesses are recorded and handled appropriately.

Staff must be knowledgeable about procedures to reduce disease transmission from animals to humans and vice-versa, but they should not diagnose or treat illnesses unless they have the credentials to do so.

Staff should be aware of the risks posed by animals that may act in unexpected ways and should take reasonable precautions.

7. Disposition Methods

Animals may be removed because of behavioural incompatibility, overpopulation, health concerns and death by:

<i>Donation, transfer, sale</i>	Animals may be donated, transferred or sold only to individuals or organizations that are qualified to provide appropriate care and when not prohibited by relevant regulations. Native Alberta species may not be bartered or sold.
<i>Euthanasia</i>	Euthanasia follows CCAC guidelines and is performed by a licensed veterinarian.
<i>Culling</i>	The number of farm animals may be reduced according to accepted agricultural practices.

8. Disposition Guidelines

Live and deceased animals are disposed of in accordance with relevant laws and accepted practices. Dispositions are forbidden that could negatively impact the health and safety of humans and other animals, or the conservation of the species.

Staff are responsible for ensuring that the recipient of an animal has the expertise, facilities and resources to properly care for it.

9. Documentation

A complete record of the animal's history is retained while the animal is in the Division's care and custody (e.g., acquisition information, health records, behavioural notes). Smaller animals such as insects, fish and turtles are excepted for reasons of practicality.

Animals are listed on the department's asset inventory. Smaller animals such as insects, fish and turtles are excepted for reasons of practicality.

4.3 POLICY ON HUMAN REMAINS

A. PREAMBLE

1. Overview

The Division's collections include a small number of human remains. The Division does not actively collect, exhibit or research human remains. However, situations may arise where additions to the collections are unavoidable and constitute proper ethical practice.

Human remains are housed at RAM in locked cabinets in a card-accessed storage room. Access is restricted.

Requests for access may come from a number of sources, including aboriginal groups, post-secondary staff or students, or professional researchers.

2. Purpose of the Policy

The purpose of this policy is to provide guidelines on managing the human remains collection and to demonstrate that the Division's activities in this regard are carried out with the utmost professionalism and sensitivity.

This policy is part of the Division's overall *Collections Management Policy*. It is a supplement to the *Policy on Collections Care and Management* and should be read in conjunction with that document.

B. PRINCIPLES

Custodial responsibility	There is no ownership of human remains, only custody.
Respect	Human remains were once parts of living people. As such, there are significant ethical responsibilities arising from the guardianship of remains. Human remains are treated with the utmost respect, dignity and sensitivity.
External interest	The Division acknowledges that genealogical descendants, cultural and religious groups, and the scientific and archaeological communities may, from time to time, have a legitimate interest in the remains.
Disposition	The Division supports and encourages the disposition of human remains where there is ethical, defensible and objective evidence for doing so.
Integrity	Requests for the disposition of human remains are handled with compassion and an appropriate level of scrutiny.
Legality	The Division ensures, to the best of its ability, that human remains were acquired and are held lawfully. It complies with all appropriate provincial, federal and international laws, conventions, treaties, agreements and regulations concerning human remains.

C. POLICY

1. Policy Statement

Human remains have the potential to generate strong emotional response. Many have sacred or religious significance. Great care is taken with human remains and with all related interactions with the public concerning them.

2. Applicability

This policy applies to staff at RAM who are responsible for human remains. All such staff should be informed of and adhere to this policy.

3. Criteria for Disposition

The Division will consider the disposition of human remains when the following criteria are met:

<i>Proof of association</i>	Disposition will occur when a claim is made and when there is reason to believe that a particular set of remains is affiliated with the group making the claim. Reasonable proof may include documentary evidence, oral tradition, age and geographic considerations.
<i>Scientific value</i>	Where human remains are of exceptional scientific value, RAM will establish a dialogue with the relevant group to explore alternatives to disposition and reburial.
<i>Documentation</i>	Requests for reburial must be made in writing and contain a description of the remains in question, discussion of evidence that links specific remains with the group, and description of the intended disposition of the remains.

4. Guidelines

Authority and responsibility

<i>ADM</i>	Approve all requests involving the disposition or use of human remains.
<i>RAM Executive Director</i>	Approve access to human remains. Provide recommendations on requests concerning the disposition or use of human remains. Assign authority for the care of human remains and ensure compliance with all legal, ethical and professional requirements. Provide policy guidance and budget support for the care and custody of human remains. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator of archaeology</i>	Provide recommendations on requests concerning the disposition or use of human remains. Provide recommendations on requests to access human remains. Oversee the care and custody of human remains with the Division.

Develop and implement written policies and procedures in accordance with legal requirements.
Liaise with groups or individuals seeking information on human remains.
Set documentation standards and record information.

Collections manager/curator of archaeology Create and maintain records on remains, requests, decisions and transactions.

Requirements

Human remains are stored under secure and environmentally-controlled conditions.

Access is strictly controlled.

Human remains are not exhibited or loaned.

Destructive or consumptive analysis is generally not permitted. However, they may be made available for research purposes when there are compelling reasons for doing so.

Additional human remains are generally not accepted for storage unless there is evidence that they are historically significant.

5. Documentation

Prior to deaccession and disposition, the remains are documented and all records updated.

6. Communications

RAM is responsible for addressing enquiries and activities relating to human remains. Staff in each facility must consult with RAM on issues concerning human remains.

The Division ensures transparency and professionalism when interacting with stakeholders and the public. Open and timely communication enhances the public's understanding of this sensitive area.

5. USE



5.1 POLICY ON COLLECTIONS USE

A. PREAMBLE

1. Overview

The Division strongly encourages the use of its collections and related information. Exhibits, education programs and publications teach the public about life on Earth, and the people and events that shaped Alberta. Objects are used for original research that provides insights into the past and the continuing reappraisal of human knowledge. The collections are used by visitors from other museums and archives, not-for-profit organizations, educational institutions, scholars and students, the general public and divisional staff.

2. Purpose of the Policy

The purpose of this policy is to support the active use of the Core and Adjunct Collections, consistent with the Division's goals and stewardship responsibilities. The policy provides guidelines that encourage their use, while mitigating the damage and deterioration that often accompanies use. It addresses research, education, exhibits, outgoing and incoming loans, and the use of images.

The policy is part of the Division's overall *Collections Management Policy* and should be read in conjunction with the policies on *Acquisition, Deaccession and Disposition* and *Access*. It addresses the primary uses of the collections (research, education, exhibits and loans) and is supported by three supplemental policies:

- *Policy on Adjunct Collections;*
- *Policy on Health and Safety;* and
- *Policy on Destructive and Consumptive Analysis.*

B. PRINCIPLES

Use	The Division makes its collections available for the education and enjoyment of a wide range of individuals and for a wide range of purposes.
Respect	The physical and intellectual integrity of the collections is respected at all times. Sensitive information, such as the confidentiality of donors or information on vulnerable sites and ecosystems, is protected.
Preservation	A balance is struck between the use of objects in today's programs and their preservation for future generations.
Authenticity	Collections-related information is authoritative, accurate, trustworthy and objective.
Knowledge	Collections-based original research, exhibitions, education programs and publications engage the public, and contribute to the creation and dissemination of knowledge in Alberta, and is important to showcase Alberta to the world.
Understanding	The collections present a distinctly Albertan perspective. Augmented by objects and information that place Alberta in the global context, they help people understand the province, the world and their place within history.
Legal and ethical standards	Use of the collections is consistent with all relevant provincial, federal and international laws, as well as the highest ethical standards.

C. POLICY

1. Policy Statement

The Division encourages the use of its collections for research, education, exhibition and publication. It is committed to sharing them as widely as possible in Alberta and abroad. At the same time, however, the Division must preserve these valuable assets for the enjoyment and edification of future generations.

2. Applicability

All objects managed by the Division, and all staff (including volunteers) who use the collections for any purpose, are subject to this policy. Staff are expected to provide volunteers, researchers and others with information on the care of objects, proper handling techniques and provisions for use.

3. Priorities

Objects may be used for any reasonable purpose as long as they are not unduly harmed.

4. Types of Use

The Division makes the Core and Adjunct Collections available for use through:

<i>Research</i>	Staff, external scholars, academic staff, students and others use the collections to advance and disseminate knowledge.
<i>Education</i>	Curators and education staff use objects for onsite and offsite tours, distance learning programs, web programs and special events. Collections-based pre-school, K-12 and adult education programs are offered.
<i>Exhibition</i>	Objects are placed on temporary or long-term display in the Division's facilities.
<i>Loans</i>	Objects are loaned within the Division or to external institutions for display, research and other purposes.
<i>Publication</i>	Objects are referenced or reproduced in books, journals, catalogues, magazines and similar scholarly, commercial and general publications. Images may be reproduced or loaned to individuals or institutions.
<i>Replicas</i>	Casts and replicas of objects are made for exchange, display, use or sale.
<i>Media and films</i>	Objects are presented to the public through photographs and film.

5. Criteria for Use

<i>Purpose</i>	Visitors must have a reasonable purpose for using the collections, which is consistent with the Division's and facility's goals.
<i>Respect</i>	The integrity of objects and cultural sensitivities are respected at all times.
<i>Preservation</i>	Objects are used onsite or loaned for research, exhibitions and education purposes as long as the condition of the object is not unduly affected by usage. Sampling, when necessary, is conducted in accordance with the <i>Policy on Destructive and Consumptive Sampling</i> .
<i>Competence</i>	Users must have a basic knowledge of safe handling techniques and be willing to meet all conditions of use.

6. Guidelines

(a) Research

Research is the foundation of exhibits, education programs and publications. The collections are an important resource consulted by staff, scholars, university researchers, students, artists, educators, government and the public. Divisional staff also conduct research that is published in the academic and popular press.

Authority and responsibility

<i>Divisional Executive Committee member</i>	Assign responsibility for staff to conduct research, supervise visiting researchers, manage research projects, and ensure compliance with all legal, ethical and professional requirements. Provide policy guidance and budget support to carry out collections research activities. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator, archivist</i>	Approve requests from and conditions for external researchers to access the collections. Train staff and researchers unfamiliar with collection handling techniques (with conservator). Ensure the use of credit lines and other accreditation.
<i>Conservator</i>	Determine if research may harm the object. Help facilitate research if there is a need for special handling.
<i>Collections manager</i>	Maintain records on objects and associated research.

Staff use

Research should not be detrimental to the environment, animal or plant populations, or natural or historic sites.

Where possible and appropriate, research is conducted in partnership with other individuals, organizations and institutions.

Visitor use

First-time users are advised of proper handling techniques before accessing objects.

Researchers may not repair, clean, alter or restore objects without written approval from the staff responsible.

Any damage or loss caused by the researcher is reported immediately.

Acknowledgement

An employee who is acknowledged as being responsible for a research project's development and successful completion may have his/her name attached to it, provided that it does not detract from the recognition that the work is a product of the Alberta government.

Staff and external researchers are required to acknowledge the facility in publications resulting from the study of the Division's material. An electronic or hard copy of the publication should be provided to the facility.

(b) **Education** (see also 5.2, *Policy on Adjunct Collections*)

Authority and responsibility

<i>ADM</i>	Approve collections-based education programs that require resources beyond the facility or branch level.
<i>Divisional Executive Committee member</i>	Approve programs that require resources beyond the program level, but within the facility or branch allocation. Assign responsibility to acquire/recommend and manage the Teaching Collections, and ensure compliance with all legal and ethical requirements. Provide policy guidance and budget support to carry out collections-based education initiatives. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Education staff</i>	Approve and/or develop education programs, including the use of objects used for teaching. Approve education initiatives that can be completed within existing resources. Recommend initiatives that require resources beyond the program area. Provide information that is accurate and balanced in its interpretation, and respects the cultural sensitivities of the objects. Take reasonable precautions to minimize damage and deterioration. Consult curators for information on objects in the Teaching Collections. Establish handling and security procedures appropriate to the hands-on use of objects. Inspect objects on a regular basis to ensure that they are safe for handling and take any necessary remedial action.
<i>Conservator</i>	Test objects for toxins before they are released for hands-on use. Assess objects for other hazards and safety concerns.

Guidelines

Reasonable efforts are made to preserve teaching objects. However, it is fully understood and accepted that such objects will need to be replaced more frequently because of the damage and deterioration caused by hands-on use.

(c) Exhibits

Authority and responsibility

<i>ADM</i>	Approve exhibits that may be sensitive or controversial. Approve exhibits requiring resources beyond the facility or branch level.
<i>Divisional Executive Committee member</i>	Approve exhibits that require resources beyond the program level, but within the facility or branch allocation. Provide policy guidance, program direction and budget support. Assign responsibility to approve/recommend, develop and document exhibits, and ensure compliance with all legal and ethical requirements. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator, archivist</i>	Approve and/or develop the physical and intellectual content of exhibits and accompanying information. Approve exhibits that can be produced within the program's resources. Recommend exhibits requiring resources beyond the program area. Provide information that is accurate and balanced, and respects the cultural sensitivities of the objects. Ensure proper accreditation.
<i>Collections manager</i>	Establish security procedures for exhibits (with curators/archivists, security and exhibits staff).
<i>Conservator</i>	Approve the exhibit of particularly fragile objects and prescribe display conditions. Recommend environmental parameters for objects on display. Complete condition reports. Ensure that exhibits are maintained by staff who are knowledgeable about the safe handling of objects. Implement a program of regular inspections to check for loss and damage, and take any necessary remedial action. Advise on or construct specialized display mounts.
<i>Exhibits staff</i>	Negotiate and complete contracts for incoming exhibits. Select exhibit construction materials to ensure the safety and preservation of objects on display (with curator and conservator). Design appropriate security measures for exhibits (with security and other appropriate staff). Provide the overall logistics and coordination for the transport, construction and maintenance of exhibits.
<i>Security staff</i>	Monitor exhibits and report any potential or actual hazards, damage or loss to the appropriate staff member immediately.

Guidelines

Collections are exhibited in a manner that does not jeopardize people or objects.

Very fragile objects are not displayed unless the exhibit is designed to prevent damage to them. Casts, replicas, duplicates and facsimile reproductions may be substituted for items that are too fragile, rare or valuable to display.

Human remains are not displayed.

(d) Loans

Outgoing Loans

Authority and responsibility

<i>ADM</i>	Approve loans that may be sensitive or controversial.
<i>Divisional Executive Committee member</i>	Approve exhibit loans of \$100,000 or more. Resolve disputes concerning requests or agreements. Assign responsibility to approve/recommend, develop, document and monitor loans, and to comply with all legal and ethical requirements. Provide policy guidance and budget support to carry out loans. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator, archivist</i>	Approve outgoing exhibit loans up to \$99,999. Recommend exhibit loans of \$100,000 or more. Approve research loans. Approve and/or develop the physical and intellectual content of exhibits for loan and accompanying information. Obtain all necessary loan documentation (with collections manager). Review and approve the loan agreement before the loan is initiated. Approve loan renewals or extensions.
<i>Collections manager</i>	Document, monitor and maintain records on the status of loans. Ensure that loan conditions are met and that the loan is returned or renewed in a timely fashion. Approve packing, shipping and courier arrangements. Prepare and oversee the execution of the loan agreement.
<i>Conservator</i>	Approve loans of fragile objects and prescribe exhibit conditions. Specify preservation parameters for objects on loan and in transit. Establish condition reporting requirements. Provide condition reports. Review and approve facility report of borrowing institution.
<i>Legal and legislative services</i>	Provide non-standard legal clauses for loan agreement. Provide assistance with the ministry responsible for intergovernmental relations' requirements for loans to or from other government agencies.
<i>RMI</i>	Provide non-standard insurance considerations for loan agreements.

Types of loans

Loans to external agencies generally fall into the following categories:

1. **Research loans** are made to scholars conducting studies in a variety of fields. Objects are expected to be cared for to professional standards and are not loaned to the general public. Research loans are generally up to one year in length and may be renewed upon request.
2. **Exhibit loans** are generally made to other heritage institutions. Objects are expected to be cared for and publically displayed in a manner consistent with professional standards. Exhibit loans are generally up to one year long and may be renewed upon request.
3. **Education loans** may be made for outreach programs and are generally up to two months in length.

Loan periods

Loan periods are categorized as:

- Short-term: Less than one year;
- Medium-term: More than one but less than three years;
- Long-term: More than three years; and
- Enduring loans: Up to 10 years. These may be extended only when approved by a designated staff member.

Loan agreement

The Division's loan agreements set out the lender's and borrower's responsibilities, and must be signed by both parties prior to shipment.

International and Intergovernmental Relations

Under the *Government Organization Act*, the ministry responsible for intergovernmental relations must approve any loan where the Division lends objects to, or borrows objects from, a government or government agency outside Alberta. This includes the federal government, other provincial/territorial governments and international governments, as well as all institutions affiliated with governments, such as museums and archives. Approval is not required for foreign universities and colleges, and municipal governments and agencies.

Legal and Legislative Services will assist staff in determining if the borrower or lender is a government agency.

Borrowers

Loans are made only to organizations that can meet the conditions stipulated in the loan agreement. Loans to individuals are generally discouraged. However, exceptions may be made on a case-by-case basis.

Scientific loans are normally made to researchers working in recognized institutions and are the responsibility of the institution.

Objects may not be forwarded to a third party without prior written approval.

Objects for research loans may not be exhibited without prior written approval.

The signatory is normally the chief executive officer of the borrowing institution or other formally designated official.

Refusal of loan requests

The Division may deny a loan request if:

- The object is particularly valuable, rare, fragile or culturally sensitive;
- The object is actively being used, or is scheduled for use;
- The loan is for live animals;
- The loan would contravene professional practices;
- The borrower is unable to meet the required preservation standards;
- The borrower knowingly contravened the terms of a previous loan agreement;
- The requested lead-time is insufficient;
- The resources required for the loan are excessive;
- The loan is for pecuniary gain;
- The borrower is a for-profit entity; or
- The object's or the facility's integrity may be compromised for any other reason.

General loan conditions

Certain material is not available for loan but may be consulted onsite, such as taxonomic holotypes, books and original documents.

Objects may not leave the facility without adequate insurance coverage. The borrower is normally responsible for insurance coverage for the entire loan period.

The insured value of divisional objects is determined by the Division.

Borrowers are responsible for storing and exhibiting objects on loan in safe, secure and environmentally appropriate location(s) throughout the entire loan period.

Borrowers must immediately notify the loaning facility of any deterioration or damage, or if the stipulated environmental or other conditions cannot be met. With the agreement of the loaning facility, the borrower may remove the object from display, provided that removal is necessary to prevent further damage.

Borrowers may not repair, conserve or alter any object without written approval.

The Division may request immunity from seizure for applicable loans.

Indemnities offered by foreign governments and certain other organizations may be accepted in lieu of commercial insurance.

An outgoing loan is considered to be closed when the collections manager receives confirmation from the curator or conservation staff that all loaned objects have been returned in good condition.

Incoming Loans

Authority and responsibility

<i>ADM</i>	Approve loans that may be sensitive or controversial.
<i>Divisional Executive Committee member</i>	Approve incoming loans of \$100,000 or more. Assign responsibility to approve/recommend, develop, document and monitor loans, and to comply with all legal and ethical requirements. Provide policy guidance and budget support to carry out loan requirements. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator/archivist</i>	Approve incoming loans valued to \$99,999. Recommend loans valued at \$100,000 or more. Initiate requests to borrow objects and approve research loans. Verify inventories and objects received as research loans.
<i>Collections manager</i>	Document, monitor and maintain records on the status of loans. Verify inventories and objects received as incoming exhibit loans and complete condition reports (with curator and conservator). Ensure that loan conditions are met and that the loan is returned or renewed in a timely fashion. Arrange for insurance, transport, etc. Prepare and oversee the execution of the loan agreement.
<i>Conservator</i>	Specify preservation parameters for objects while on loan and in transit. Establish condition reporting requirements. Complete condition reports.

Guidelines

The Division exercises the highest standards of care for all incoming loans for the full term of the loan.

Objects are not exhibited in any way that is intellectually or physically detrimental, or that pose a health and safety risk to staff or the public.

Borrowed objects are handled only by curators, archivists, conservation staff, exhibits staff and collections managers. Volunteers and untrained staff are not permitted to handle loaned objects without authorization from the curator or archivist responsible.

If the lender does not have a loan agreement, the loan is processed through the Division's Incoming Loan Agreement.

The Division may request an *Order in Council – Protection from Seizure* at the lender's request or when an object is at risk of seizure while in Alberta.

Completion of loan

An incoming loan is considered closed when the collections manager receives confirmation from the lender that all loaned objects have been received in good condition.

(e) **Replicas**

Replica collections contain high quality casts and replicas that are specifically made for sale by RTMP and RAM. Casts are important for research, documentation and especially exhibits where they replace original specimens that are too valuable or fragile to display. Casts are made to order and are not intended for hands-on use.

Authority and responsibility

<i>Divisional Executive Committee member</i>	Assign responsibility for staff to exchange objects with other institutions and to comply with all legal and ethical requirements. Assign responsibility to oversee the production of casts. Provide policy guidance and budget support to carry out replication requirements. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator</i>	Determine whether casts or actual specimens should be used in the facility's exhibits. Provide information about the objects being transferred or exchanged.
<i>Collections manager</i>	Maintain systems to track requests Number, catalogue and track, store and care for objects and accompanying information. Determine which fossils are cast (in conjunction with curator). Prepare <i>Contract for Purchase and Sale</i> and arrange for casts to be produced. Arrange for packing, transportation and invoicing.

Guidelines

Replicas are produced by written request only. All documents must be signed before the cast is produced.

Replicas and casts are produced in limited editions and numbered accordingly.

Curators are responsible for providing information on the replicas.

5.2 POLICY ON ADJUNCT COLLECTIONS

A. PREAMBLE

1. Overview

Most objects reside in the Core Collection. However, a significant number of objects do not meet the high standards of the Core Collection but are extremely useful for education, display, research and other purposes. These objects form the Adjunct Collection and are not accessioned. Adjunct objects are organized into several sub-categories:

- **Teaching Collections:** Objects of lesser quality or condition are often used in education and interpretive programs. Because they deteriorate with hands-on use, they are acquired and used with the understanding that they are expendable. They include replicas, duplicates, lower-quality original artifacts and copies of original documents.
- **Props and Parts Collections:** Props are historical reproductions or modern manufactured items that are used in displays. Parts from lesser quality or duplicate objects are used to repair or restore props and other objects.
- **Duplicate/Exchange Collections:** Duplicates of natural history objects and casts of fossils are acquired or made specifically for exchange or sale.
- **Support Information:** Contextual information is crucial to fully understanding objects, but it is generally not historically significant in itself (e.g., documents and accession records, library holdings, field notes, annotated maps).
- **Temporary Objects:** These objects are held temporarily while awaiting accession, assessment or disposition.
- **Working Collections:** This category primarily comprises field collections such as sediment cores, bulk sediment samples or feature fills that are waiting to be processed or analyzed. Most material is eventually consumed or altered in routine analysis. Recovered objects or processed samples (e.g., fossils, pollen samples) may become part of the Core Collection.

All objects and associated information managed by the Heritage Division are part of either the Core Collection or Adjunct Collection.

2. Purpose of the Policy

The purpose of the policy is to support the various uses of objects in the Adjunct Collections. This policy is consistent with the Division's overall *Collections Management Policy* and should be read in conjunction with the policies on *Acquisition, Deaccession and Disposition* and *Use*.

B. PRINCIPLES

<i>Planned collecting</i>	The Division recognizes the importance of planned and strategic acquisitions to ensure that the Adjunct Collections are focussed and sustainable. Indiscriminate growth is neither feasible nor responsible.
<i>Selective collecting</i>	Teaching, Support and Duplicate/Exchange Collections are representative rather than comprehensive.
<i>Relevance</i>	Adjunct acquisitions are consistent with the goals and priorities of the Division and the collecting facility. All materials have a clear purpose for being acquired.
<i>Management standards</i>	Adjunct objects are not managed to the same standards as their accessioned counterparts. However, care is taken to ensure that they are respected, used appropriately, stored securely and tracked in an accountable manner.
<i>Legalities and ethics</i>	Acquisitions comply with all laws and ethics, and with the spirit and intent of efforts to protect and enhance cultural and natural heritage.
<i>Accountability</i>	Acquisition, management and disposition processes are transparent and fully accountable to donors, stakeholders, elected officials and the public.

C. POLICY

1. Policy Statement

Adjunct collections are essential to achieving the Division's goals. They include original objects, replicas, documents and digitized databases that augment the Core Collections and directly support research, exhibits and education. Materials in the Adjunct Collections are treated with respect and used in an appropriate manner.

2. Applicability

All objects in the Adjunct Collections are subject to this policy. The policy applies to staff at divisional museums and historic sites who acquire, manage, use and dispose of objects in the Adjunct Collection. Relevant employees and other individuals are responsible for being informed of and adhering to this policy. Staff are expected to provide temporary staff, researchers and other appropriate individuals with information on the handling and care of objects and provisions for use.

3. Teaching Collections (see also *Policy on Collections Use – Education*)

The Division offers a myriad of programs that use objects to enrich the learning experience. Handling real or facsimile items enriches learning, but greatly accelerates deterioration. Duplicates, replicas, reproductions, models, copies of original documents and lesser-quality original objects are therefore used. Many objects in the Teaching Collections have been transferred from the Core Collections.

Authority and responsibility

<i>ADM</i>	Approve acquisitions that may be sensitive or controversial. Approve the disposition of objects where the Division will no longer retain ownership.
<i>Divisional Executive Committee member</i>	Approve acquisitions of \$10,000 or more. Approve transfers of Core Collection objects to the Teaching Collections. Approve acquisitions requiring a tax receipt. Approve objects that require special collaboration, storage, conservation, restoration or maintenance. Assign responsibility to acquire, document and manage the Teaching Collections, and to ensure compliance with all legal and ethical requirements. Provide policy guidance and budget support to carry out collections-based teaching activities. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Education staff</i>	Approve acquisitions up to \$9,999. Recommend acquisitions for \$10,000 or more. Document and manage the teaching collections. Take reasonable precautions to minimize damage and deterioration. Approve, and carry out, the disposition of objects, as per the <i>Deaccession and Dispositions Policy</i> . Dispose of objects. Recommend transfers and exchanges of objects where the Division

will no longer retain ownership.
Verify that a proposed acquisition was not illegally or unethically acquired from its source, or unscientifically excavated.
Develop and maintain systems to track, preserve and provide access to objects and associated information.

<i>Curator</i>	Approve transfers of Core Collection objects to the Teaching Collections within the same facility. Depending on the facility, some curators may have the same responsibilities as those outlined under education staff, above.
<i>Collections manager</i>	Deaccession and transfer Core Collection objects and accompanying information to the Teaching Collections.
<i>Conservator</i>	Test objects for toxins before they are released for hands-on use.

Acquisition Priorities

Objects are acquired for their ability to interpret Alberta's history and fill gaps in the existing Teaching Collections, as well as to replace items that have deteriorated with use. Objects may also be acquired to complement materials in the Core Collection.

Acquisition Conditions

The following considerations are taken into account before acquiring an object for teaching purposes:

- The object is aligned with facility and education program goals, or for hands-on use at historic sites.
- It is recommended by an educator who is knowledgeable about the facility's programs and audiences.
- The object addresses a weakness or gap in the Teaching Collection.
- The object is free of any legal or ethical impediments.
- Sufficient funds exist to acquire and manage it.
- The object is, or can be made, safe to handle.

Acquisition Criteria

Acquisitions should meet the following criteria:

<i>Relevance</i>	The object supports the facility's mandate and provides information about Alberta and its history. Non-Albertan material is acquired very selectively to enhance Core Collections that focus on Alberta.
<i>Significance</i>	The object has appropriate historical, scientific, esthetic or social/spiritual significance.
<i>Interpretive potential</i>	The object can be used to interpret and demonstrate aspects of the Alberta experience, historical themes, people and activities. This includes its relationship to the Core Collection, exhibits, research and education.

Representation The object fills gaps in the Adjunct Collection and assists in achieving an appropriate breadth and depth of coverage.

Consumptive use The object is expected to be expendable.

Acquisition guidelines

Teaching objects follow the policy guidelines set out for the acquisition of Core Collection objects.

Educators may request the assistance of curatorial staff in locating or transferring appropriate objects for the teaching collections.

Disposition

Objects are disposed of when they have deteriorated to the point where they are no longer useful. They are disposed of in the same manner as objects in the Core Collection.

Care and management

Objects used in hands-on education programs are expected to deteriorate more rapidly than objects in the Core Collection. However, every effort is made to extend their useful life through reasonable handling methods and safe storage.

Teaching objects are not accessioned but they are tracked by education, collections management or curatorial staff, depending on the branch.

Objects transferred from the Core to the Teaching Collection are deaccessioned and given new catalogue numbers for tracking purposes. Transferred objects are accompanied by their original records.

4. Props and Parts Collection

Several historic sites and living history museums use historical reproductions or modern manufactured items to enhance their displays. Additionally, objects of lesser quality or condition may be acquired for parts to repair or restore items. Such objects are intended to be disassembled or destroyed.

Authority and responsibility

ADM Approve acquisitions that may be sensitive or controversial.
Approve the disposition of objects where the Division will no longer retain ownership.

Divisional Executive Committee member Approve acquisitions for \$10,000 or more.
Approve objects that require special collaboration, storage, conservation, restoration or maintenance.
Approve deaccessions and transfers between facilities of Core objects to the Props and Parts Collection.
Recommend transfers and exchanges of objects where the Division will no longer retain ownership.
Assign responsibility to acquire, document and manage objects and ensure compliance with all legal and ethical requirements.
Provide policy guidance and budget support to carry out display and restoration activities.

Ensure that the *Collections Management Policy* is adhered to.

<i>Curator</i>	<p>Approve acquisitions up to \$9,999.</p> <p>Approve and carry out the disposition of objects, as per the <i>Deaccession and Dispositions Policy</i>.</p> <p>Approve transfers within the same facility from the Core to the Props and Parts collections.</p> <p>Recommend acquisitions for \$10,000 or more.</p> <p>Recommend transfers and exchanges of objects where the Division will no longer retain ownership.</p> <p>Take reasonable precautions to minimize damage and deterioration.</p> <p>Determine that a proposed acquisition was not illegally or unethically acquired from its source, or unscientifically excavated.</p>
<i>Collections manager</i>	<p>Establish and implement guidelines for documenting and managing the collection.</p> <p>Develop and maintain systems to track, preserve and provide access to objects and associated information.</p> <p>Deaccession and transfer Core objects and accompanying information to the Props and Parts Collection.</p>
<i>Conservator</i>	<p>Recommend acquisitions for parts.</p> <p>Recommend transfers of Core objects to the Parts Collections within the same facility.</p> <p>Establish and implement guidelines for documenting and managing objects.</p> <p>Recommend transfers and exchanges where the Division will no longer retain ownership.</p> <p>Develop and maintain systems to track preserve and provide access to parts and associated information involving conservation.</p>

Acquisition Priorities

Props and parts are acquired to:

- Interpret Alberta's history;
- Repair or restore existing objects;
- Fill gaps in the Props and Parts Collection;
- Replace items that have deteriorated with use; and
- Complement Core Collection objects.

Acquisition Conditions

The following considerations are taken into account before acquiring props or parts:

- The object is aligned with facility's interpretive goals and adds value to exhibits or interpretive programs, or its components have value for the repair or restoration of other objects.
- It is recommended by a curator who has knowledge of the facility's programs or by a conservator who has knowledge of the potential use of the parts.
- The object addresses a weakness or gap in the existing collection.

- The object is free of any legal or ethical impediments.
- Sufficient funds exist to acquire and manage it.
- The object is safe to handle.

Acquisition Criteria

Acquisitions should meet the following criteria:

<i>Relevance</i>	The object supports the facility's mandate and provides information about Alberta and its history, or the object's components can be used to repair or restore items within the current collections.
<i>Interpretive potential</i>	It can be used to interpret and demonstrate aspects of the Alberta experience, historical themes, people and activities. This includes its relationship to the Core Collection or exhibitions, research and education.
<i>Representation</i>	The object fills gaps in the Adjunct Collection and assists in achieving an appropriate breadth and depth of coverage.
<i>Consumptive use</i>	The object is expected to be expendable.

Acquisition

Props and parts follow the acquisition policy guidelines as Core Collection objects.

Disposition

Objects are disposed of when they have deteriorated or when their useful component parts have been removed to the point where they are no longer useful.

Props and parts are disposed of in the same manner as Core Collection objects.

Care and Management

Props and parts are not accessioned but they are tracked.

They are not subject to the same standards of care as the Core Collection. However, every effort is made to extend their useful life through reasonable handling methods and safe storage.

Props and parts that are transferred from the Core Collection are deaccessioned and given new catalogue numbers for tracking purposes and accompanied by their original records.

5. Duplicate/Exchange Collection

This collection consists of duplicates of natural history specimens that RAM exchanges with other institutions, as well as casts and replicas of fossils made by RTMP that are exchanged with other institutions for research and display. Casts are made-to-order through contracted services and are usually for hands-on use (which differentiates them from Core Collection objects in the Replica Collection). Objects in this collection are tracked, but not accessioned.

Authority and responsibility

Divisional Executive Committee member Assign responsibility for staff to exchange objects with other institutions or to oversee the casting program.
Ensure that the *Collections Management Policy* is adhered to.

Curator Approve routine exchanges.
Determine which natural history specimens are duplicates.
Determine which objects are suitable to exchange with other institutions.
Prepare exchange agreements.
Provide information about the objects being transferred or exchanged.
Acquire appropriate objects through field collecting.

Collections manager Maintain systems to number, catalogue and track objects and their accompanying information.
Determine which fossils are cast (in conjunction with curator), prepare casting contract and arrange for casting (RTMP).
Arrange for packing and transportation of cast and associated information (RTMP).

Guidelines

The conditions, criteria and methods for acquiring objects for exchange follow the policy guidelines for other acquisitions.

Casts of fossils are produced in-house by RTMP.

Objects are exchanged only with institutions, not individuals.

Requests to produce casts of objects must be made in writing.

Objects that are received from other institutions as part of an exchange should be of comparable value.

Casts are produced as limited editions and are numbered, catalogued and accompanied by appropriate information.

6. Support Information

(a) *Documentation and Reference Libraries*

Supporting documentation is part of the Adjunct Collection. Documentation is not regarded as historical in itself, but it is essential to fully understanding an object. Information may be in written, electronic, audio visual or graphic form. It includes reference items such as contemporary books, periodicals and manuals that are replaced or discarded as required.

Authority and responsibility

ADM Approve initiatives beyond the scope or resources of individual branches, such as collections database development and maintenance.

<i>Divisional Executive Committee member</i>	<p>Approve initiatives beyond the scope and resources of individual program areas.</p> <p>Recommend initiatives beyond the scope or resources of individual facilities or branches.</p> <p>Assign responsibility to create, and maintain support information, and to ensure compliance with all legal, ethical and professional requirements.</p> <p>Provide budget support to ensure that the collections are documented, preserved and accessible.</p> <p>Ensure that the <i>Collections Management Policy</i> is adhered to.</p>
<i>Curator, archivist</i>	<p>Provide documentation and support information to the collections manager.</p> <p>Oversee data entry for accessioned, non-accessioned and deaccessioned objects on TMS or other systems.</p> <p>Document the collections under his/her supervision.</p> <p>Approve access to confidential records.</p> <p>Determine if reference books, periodicals and other publications should be catalogued.</p> <p>Maintain or dispose of uncatalogued books, periodicals and other reference materials at the employee's discretion.</p>
<i>Collections manager</i>	<p>Maintain support information on objects, decisions and transactions.</p> <p>Catalogue and maintain reference libraries as appropriate.</p>

Documents

Objects are accompanied by documents concerning ownership, provenance, accession or deaccession/disposition and other information that is retained permanently.

Information complies with professional standards. Facilities are responsible for maintaining accurate up-to-date records on the identification, location, condition and use of objects.

Appropriate information is made available to the public through the Internet or upon request. Confidential and sensitive information is not publically accessible.

Reference Libraries

Government-owned books, periodicals and other reference materials may be catalogued and assembled into a resource library. Access is determined by the curator, archivist or collections manager.

Staff who keep personal reference collections at a divisional facility are responsible for managing them.

(b) Images

The Division holds large collections of images in the Adjunct Collections. Slides, photographs, negatives and digital images may be made available to researchers and the public upon request.

Authority and responsibility

<i>Divisional Executive Committee member</i>	Approve the publication and commercial use of photographs taken in exhibit galleries or at historic sites. Assign responsibility to create and manage images, and to ensure compliance with all legal and ethical requirements. Provide policy guidance and budget support. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator, archivist or image coordinator</i>	Approve any alterations to images by the user. Approve requests from researchers or the public to photograph objects. Approve loans of original slides or negatives and use of images. Ensure that the loan conditions for original slides and negatives are met and that the items are returned in a timely fashion. Prepare, duplicate and digitize images. Curate and store images, and maintain related documentation. Request and record the transfer of copyright from the vendor/donor to the Division. Ensure proper accreditation. Prepare and oversee the execution of agreements for image use. Request copies of publications, websites or productions in which the image was used.
<i>Collections manager</i>	Establish policies and procedures for publishing or reproducing objects. Place appropriate information on the object's permanent file.

Approval

The facility considers image requests on a case-by-case basis.

Unless specified otherwise, approval is granted for one-time use only and in one edition.

The Division does not grant exclusive rights to reproductions.

Written permission is required to alter the image.

Approval to use copyrighted images does not convey any rights of copyright.

Users must provide credit in the form specified by the facility.

Refusing permission

Staff may decline image requests if the use could:

- Endanger the physical or intellectual integrity of the object;
- Violate privacy, confidentiality or copyright;
- Result in undue staff time or resource requirements;
- Compromise the terms of a loan;
- Involve an illegal, unethical or inappropriate use; or
- Appear to inappropriately endorse a product or business.

7. Temporary Collection

Objects that are awaiting accession, assessment, processing, deaccession and disposition are placed into the Temporary Collection.

Authority and responsibility

<i>Divisional Executive Committee member</i>	Assign responsibility to manage objects that are in the Temporary Collection. Approve the disposition of an object being held temporarily, where the owner cannot be contacted. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator, archivist</i>	Provide the collections manager with information required to accession, deaccession or dispose of an object. Contact owners about the return of objects held in temporary custody (or collections manager, as appropriate).
<i>Collections manager</i>	Process objects in a timely manner. Establish standards and procedures for objects that are held temporarily. Create and maintain records on objects, decisions and transactions. Safeguard and track objects in accordance with professional standards. Contact owners about the return of objects held in temporary custody (or curator/archivist, as appropriate).

Guidelines

All objects held temporarily are issued a Temporary Custody Receipt upon entering the facility.

Objects should be held for no more than one year from their date of arrival at the facility.

Should repeated efforts to contact the owner about the return of his/her property fail, the facility may keep or dispose of it at the facility's discretion. Staff must document and be able to demonstrate that reasonable attempts were made to contact the owner.

8. Working Collection

This category consists of field collections (e.g., sediment cores, bulk sediment samples, feature fills) awaiting processing or analysis. Most material will be consumed or altered in routine analysis. Recovered objects or processed samples (e.g., fossils, pollen samples) may become part of the Core Collection.

Authority and responsibility

<i>Divisional Executive Committee member</i>	Assign responsibility to manage objects that are waiting to be processed and analyzed. Ensure that the <i>Collections Management Policy</i> is adhered to.
<i>Curator</i>	Carry out analyses and identification. Ensure recovered objects or processed samples are tracked and accessioned. Provide the collections manager with information required for accessioning.

*Collections
manager*

Process objects in a timely manner.
Establish standards and procedures.
Create and maintain records on objects, decisions and transactions.
Safeguard and track objects in accordance with professional standards.

5.3 POLICY ON HEALTH AND SAFETY

A. PREAMBLE

1. Overview

Some objects pose health and safety risks because of their inherent nature or treatment with hazardous substances. Although there are relatively few such objects in the Division's collections, staff and others using them must be aware of any risks.

Hazardous material refers to any substance that could cause injury or death or result in the destruction of property. This includes material that is particularly flammable, explosive, reactive, poisonous, corrosive, oxidizing, irritating or radioactive. When no longer useable, this material becomes a hazardous waste. Hazardous wastes can be biological or chemical.

Examples of hazardous materials include drugs in pharmaceutical collections, veterinary medicines, chemicals such as formaldehyde and pesticides, specimens in fluid preservatives, and radioactive substances in geological samples and military aircraft.

The Division complies with all requirements specified in the Alberta *Occupational Health and Safety Act, Regulation and Code*.

2. Purpose of the Policy

The purpose of this policy is to manage objects that could pose a health and safety risk to staff, volunteers, researchers, contractors and the public. The policy is part of the Division's overall *Collections Management Policy*. It is a supplement to the *Policy on Use* and should be read in conjunction with that document.

There are many acts, regulations, codes, standards and systems pertaining to health and safety. This policy does not refer to them in detail. Instead, it focuses on risks specifically associated with collections. It does not address all possible situations that may arise, but outlines basic actions, hazards and precautions that staff should be aware of.

B. PRINCIPLES

Priority	No activity is so important or urgent that it is carried out without regard to health and safety.
Commitment	The Division is committed to providing safe workspaces, exhibit galleries, storage facilities and grounds.
Compliance	The Division complies with all federal and provincial Occupational Health and Safety legislation in handling, exhibiting, storing, transporting, sampling, treating and disposing of objects.
Diligence	Staff, volunteers, contracted staff and other personnel are required to use maximum care and attention to the health and safety aspects of their work. This includes eliminating or reasonably controlling hazards to themselves and others, and reporting all potential dangers to the facility's Health and Safety Officer.
Competence	Users of hazardous materials are required to demonstrate competence in handling objects and chemicals, and willingness to comply with any stipulated conditions of use.

C. POLICY

1. Policy Statement

The Division is committed to minimizing risks to its collections and providing a safe and healthy environment for individuals coming into contact with objects.

2. Applicability

This policy applies to all staff, volunteers and researchers who may be exposed to hazardous materials. The public and contractors also need to be protected when visiting a facility, as well as loan recipients and individuals who receive objects that have been disposed of.

3. Guidelines

Authority and Responsibility

<i>Divisional Executive Committee member</i>	Approve resources for health and safety equipment, supplies and training. Assign responsibility for health and safety to prevent and reduce risks to individual health, collections and the overall environment. Ensure that legislated requirements are met regarding the safe storage, handling and display of firearms and other weaponry. Ensure that inspections are conducted and appropriate remedial actions are taken in a timely manner. Ensure that the <i>Collections Management Policy</i> and all health and safety policies are adhered to.
<i>Curator, archivist</i>	Acquire and approve access to hazardous material. Inform staff of hazardous materials in their work areas. Undertake periodic training or re-training in health and safety procedures.
<i>Collections manager</i>	Conduct inspections and take remedial action. Dispose of hazardous materials in the collections (with conservator).
<i>Conservator</i>	Select objects and exhibit construction materials to ensure the preservation of objects on display, and staff and visitor safety (with exhibits staff). Dispose of hazardous materials used in conservation labs. Inspect and prepare pharmaceutical artifacts to accepted museum and safety standards.
<i>Exhibits staff</i>	Ensure that displays are safe for staff and visitors. Select objects and exhibit construction materials to ensure the preservation of objects on display and visitor safety.
<i>Shipping staff</i>	Ensure that hazardous materials are packed, shipped and transported in compliance with applicable laws.
<i>All staff</i>	Maintain an awareness of and adhere to health and safety policies and procedures.

Risk identification and mitigation

Appropriate staff are responsible for knowing the established permissible levels for hazardous materials and for monitoring them. Staff are informed of all hazardous materials in their work areas, including substances that they may come into contact with, and how any potential or actual risk can be mitigated.

Each facility should have at least one individual with current certification in cardiopulmonary resuscitation and first aid.

Core Collection objects are tested when toxins are suspected, before they are released for display and teaching.

Loaned objects that may be hazardous are accompanied by information on recommended use, handling, storage and display.

Storage

Hazardous materials are always stored under safe conditions. Storage containers must meet Occupational Health and Safety Administration standards. Material Safety Data Sheets (MSDSs) are prominently displayed where the hazardous materials are present.

Hazardous materials should be stored in appropriate containers that indicate chemical names, ingredients, warnings and the manufacturers' contact information.

Use

Original substances in the pharmaceutical collections must be accompanied by proper documentation.

Training

Staff are trained in the safe operation of exhibits with moving parts and high-risk activities such as airplane and car rides, as well as equipment and methods for moving heavy objects.

Exhibit preparation

Exhibit preparation activities that are harmful to objects or people are carried out in a separate location, away from the collections, the public and other staff. Hazards include excessive dust or heat, and the use of toxic chemicals such as solvents.

Monitoring

Staff are responsible for conducting regular inspections and inventories of hazardous materials. An updated copy of the inventory list is maintained by the curator responsible, security or other designated staff.

Every effort should be made to retain only the minimal amount of hazardous chemicals required. The need to retain them and the amount required (if any) should be reassessed when inventories are conducted.

Disposal

Disposal of hazardous materials and packaging must follow appropriate legislation, policies and procedures.

A certified company must be used to transport and dispose of hazardous material.

5. Documentation

Curators and/or conservation staff are responsible for documenting any known hazards for materials that are acquired, accessioned, loaned, deaccessioned and disposed of by any means. This information will be provided to the recipients of affected objects, as well to staff who come into contact with such objects.

Chemicals used to treat, preserve or process collections must have appropriate MSDSs on file and be accessible to staff.

Hazardous materials associated with specific collections such as pharmaceuticals are thoroughly documented before being integrated into other collections or storage facilities. Documentation includes a condition report and at least one reference with date, volume and page number, usually (but not exclusively) from the *Merck Index*. Cataloguing information must contain the:

- Product name and usage;
- Content (chemical formula, composition and synonym for Latin names or the manufacturer's trade name);
- Hazard information (if the product is toxic, poisonous or a controlled substance); and
- Reference.

If the product is not listed in the *Merck Index*, a search for product information is conducted.

Staff are responsible for recording the monitoring dates and updated condition reports on the object's catalogue file. The catalogue record contains a detailed condition report form in order to facilitate the identification of future chemical degradation.

6. Communications

Information on hazardous materials is placed on appropriate containers, storage cabinets and entry doors to storage facilities, and recorded on the object's file.

5.4 POLICY ON DESTRUCTIVE AND CONSUMPTIVE ANALYSIS

A. PREAMBLE

1. Overview

The full potential of some materials may only be realized through analysis that alters or destroys all or part of the object. Such analysis may diminish or destroy its scientific or historical value. To be approved, destructive or consumptive sampling must yield information that is of greater value than the object itself.

Destructive sampling destroys or alters part of an object, whereas *consumptive sampling* destroys the entire object. Such analysis must be carefully considered to ensure that the collections are available to future researchers. Destructive sampling is generally allowed when the damage to the object is minimal and when the information resulting from the sample warrants such damage. In contrast, consumptive sampling is permitted only if the knowledge expected to be gained justifies the complete loss of the object.

The exception is Working Collections, where objects are collected specifically for destructive or consumptive analysis. This is the normal procedure in certain disciplines, such as processing sediment to extract biotic material such as pollen, plant macroremains and fossils. Examples of destructive and consumptive analysis include:

- removal of teeth from animal skulls for sectioning;
- removal of animal skulls from fluid-preserved specimens;
- gross anatomical dissections of animals;
- histological preparation from fluid-preserved specimens;
- chemical or biochemical analysis such as amino acid testing and frozen tissue samples;
- trace element analysis of objects;
- dating of archaeological and palaeontological objects;
- removal of ectoparasites from study skins;
- stomach content analysis in vertebrates;
- irradiation of minerals and thermoluminescence of ceramics and pottery; and
- processing sediment to extract biotic or other material.

2. Purpose of Policy

This policy establishes guidelines for permitting destructive and consumptive analysis on objects in the Core and Working Collections, while minimizing unnecessary damage. It provides guidance on addressing internal and external requests. Its intent is to balance the research potential of objects with the need to preserve them for future study.

This policy is part of the Division's overall *Collections Management Policy*. It is a supplement to the *Policy on Use* and should be read in conjunction with that document.

B. PRINCIPLES

- Responsibility** Destructive and consumptive sampling and analysis is permitted so long as the losses of physical, historical or monetary integrity are minimal or if it is determined that the resulting information from the analysis warrants such degradation.
- Wherever possible, the selection of existing objects for destructive or consumptive sampling should be those that are least likely to adversely affect the integrity of the collection, such as incomplete or duplicate objects or those collected specifically for analysis.
- Accountability** Full documentation of any changes or alteration to the specimen should be retained and become part of the object's permanent record.
- Legal and ethical compliance** The use of objects for destructive sampling or consumptive analysis is consistent with relevant provincial, federal and international laws, as well as the highest ethical standards. Destructive or consumptive sampling is carried out according to current best practices in relevant scientific disciplines in order to minimally impact the objects.

C. POLICY

1. Policy Statement

Destructive and consumptive analysis is permitted in accordance with established collecting unit policies and procedures, any documented restrictions on use of the items and professional standards. Requests are carefully considered on the basis of the object's scientific and cultural value, the needs of present and future users, relevant legal and ethical issues, and the value of the information to be gained.

2. Applicability

This policy applies to all staff who conduct, or permit researchers to conduct, destructive or consumptive sampling of objects in the Division's collections. It applies to all outside and in-house requests for sampling and analysis.

3. Criteria

The following criteria are taken into account when assessing requests:

- Sampling is necessary to obtain the required information. Such information is not available from other sources and its value is deemed to outweigh the damage to or loss of the object.
- The analysis has scientific or cultural merit and a reasonable chance of successful completion.
- The proposed technique is scientifically sound.
- The research is supported by an accredited scientific institution and the analysis is undertaken by an individual with established expertise in the area of research.
- The researcher must demonstrate that the proposed technique is the least intrusive and most likely way to obtain the intended results.
- The researcher is able to comply with the any requirements made by the facility.
- Any additional criteria established by the facility and appropriate to the specific type of object.

4. Guidelines

Authority and responsibility

<i>ADM</i>	Approve destructive and consumptive sampling of human remains.
<i>Divisional Executive Committee member</i>	Assign responsibility for overseeing sampling within the collecting unit or by external researchers. Recommend analysis of human remains. Provide policy guidance and budget support to sampling activities. Ensure compliance with all legal, ethical and professional requirements. Ensure that the <i>Collections Management Policy</i> is adhered to.

<i>Curator</i>	<p>Approve requests for destructive and consumptive sampling, with the exception of human remains.</p> <p>Approve the choice of specimens and their use.</p> <p>Ensure that external researchers provide accreditation to the facility for the use of the object.</p> <p>Request copies of the publication in which the sample is referenced.</p> <p>Prepare letters regarding the transport of palaeontological, archaeological and designated historical objects outside Alberta.</p>
<i>Collections manager</i>	<p>Maintain systems to ensure the preservation and accessibility of collections information.</p>

Specimens to be sampled

Sampling is performed with the utmost attention to the object's integrity. The smallest possible sample is taken from the least intrusive and least damaging location of the object.

Wherever possible, objects selected for sampling should be the least likely to negatively affect the integrity of the collection.

General requirements

Researchers are expected to comply with the applicable loan and/or Destructive Sampling Agreement procedures. A Destructive Analysis Agreement must be signed by the researcher before the materials are sent for analysis.

Materials may not be given to third parties without the written permission of the curator responsible.

Researchers are responsible for all associated costs unless agreed otherwise in writing.

Failure to comply with the facility's requirements may jeopardize future requests.

Deaccessioning

Core Collection objects that undergo consumptive sampling must go through the standard deaccession process.

Sampling requests

A written request to analyze an object is sent to the appropriate curator and should include the following information:

- The purpose/description of the research;
- A description of the techniques to be used and why these are appropriate to the proposed research;
- A description of the specimens or artifacts needed, including the amount of material required for the proposed sampling; and
- Contact information of the individual(s) responsible for the project and for performing the sampling.

Denying approval

The facility may decline any request for destructive or consumptive sampling if the object:

- Has high historical or scientific significance;

- Has high monetary value;
- Has spiritual significance;
- Is or could be sensitive or controversial;
- Is a taxonomic type;
- Already has associated analytical data of the type requested; or
- Is from very rare, endangered or extinct species.

Approval may also be denied if the researcher:

- Takes samples without permission;
- Provides false credentials or affiliations; or
- Has previously displayed unprofessional conduct or behaviour, or mishandled or misused objects;
- Provides a research proposal that lacks scientific rigour.

Approval may be denied if the curator has additional concerns.

Approval is not granted for analysis that may lead to loss or destruction of human remains unless such use has the prior approval of the ADM.

Examination

Researchers may not perform consumptive analysis without the written approval of the curator responsible.

Researchers may not remove an object from the facility without a completed Loan Agreement.

Special conditions are discussed with the researcher on a case by-case basis.

Physical and intellectual property

Samples and related information belong to the Government of Alberta.

All unused portions of the object are returned to the originating facility unless otherwise agreed in writing.

Dissemination of results

Researchers should make every effort to disseminate the results within a reasonable amount of time (normally within five years from the time the sample is provided) and in a manner that benefits the research community at large.

Researchers are required to provide details of vouchers, including their nature and location, in published studies so that other individuals can locate them.

Researchers cannot embargo analytical results indefinitely or specify to whom the data may be released.

5. Documentation

Copies of data and analytical results arising directly from the specimens are returned to the relevant curator and become part of the object's permanent record.

Researchers are expected to thoroughly document the analytical procedures used. A complete copy of the results, including publications, chemical analyses and images, are provided to the facility within a stipulated timeframe.

Resulting analytical data and duplicates of tangible products (e.g., C14 date data, chemical analysis, graphs, SEM photographs, high-resolution digital images, 3-D scans, histology slides, GenBank accession numbers or computer readable copies of DNA sequences) are deposited with the facility to become part of the object's permanent record.

Credit is provided in all publications and databases to the facility for providing samples to the researcher. Copies of all publications and notices of databases of which the samples were a part are provided to the facility.

6. ACCESS



6.1 POLICY ON COLLECTIONS ACCESS

1. PREAMBLE

1. Overview

The Division is committed to providing Albertans and others with access to the collections. It encourages physical and intellectual access through exhibits, education programs, special events, research programs, loans, transfers, exchanges, websites, social media, electronic databases, publications and images. Researchers, students, teachers and the general public are among its primary users.

Every effort is made to accommodate requests to use the collections, so long as the request is reasonable and it does not comprise the safety and security of objects and information. While access is encouraged, it is viewed as a privilege, not a right. Resource limitations, preservation requirements, and concerns about intellectual and physical security inevitably constrain access. The Division therefore controls and monitors it, and reserves the right to refuse access at its discretion.

2. Purpose of the Policy

The purpose of this policy is to encourage and support access to the Core and Adjunct Collections, consistent with the Division's mandate and stewardship responsibilities. Although the Division makes its collections physically and intellectually accessible, this policy deals only with physical access. It is intended to encourage the use of objects, while minimizing the risk of damage and deterioration. It seeks to balance the competing priorities of access and preservation, as well as demonstrating that staff activities meet the highest professional and ethical standards.

The policy is part of the Division's overall *Collections Management Policy* and should be read in conjunction with the *Policy on Collections Care and Management*.

2. PRINCIPLES

- Accessibility** Collection areas, objects and information are made as accessible as possible for research and education by any individual or group with a reasonable purpose for using them.
- Preservation** The safety and preservation of the collections are always paramount.
- Public access to the collections is encouraged, but it is not an inherent right. Access is restricted to authorized staff and visitors so that the integrity of the objects is not compromised.
- Respect** Visitors are expected to abide by all legal and ethical requirements, and not cause undue harm to the collections.
- Discretion** The Division protects the privacy of individuals and confidentiality of collections information by restricting access to sensitive material.

3. POLICY

1. Policy Statement

Access to the collections is fundamental to the Division's goals. Facilities encourage access where ever possible. However, greater access increases the risk of damage or deterioration to objects. Access must therefore be balanced with preservation. It is generally permitted for any reasonable purpose, and when conditions and resources allow. Access is provided for research and through exhibits, loans, education programs, publications and websites.

2. Applicability

All objects managed by the Division are subject to this policy. The policy also applies to all staff who access the collections for any purpose. Employees, volunteers and other appropriate individuals are responsible for being informed of and adhering to it. Staff are expected to provide temporary staff, researchers and other appropriate individuals with information on the handling and care of objects and provisions for access.

3. Criteria for Access

Determining factors include:

<i>Purpose</i>	Visitors must have a reasonable purpose for accessing the collections that is consistent with the facility's goals.
<i>Preservation and safety</i>	Access may be restricted or denied where there is a concern for the object or the health and safety of the visitor.
<i>Cultural sensitivities</i>	Access to some anthropological or ethnographical artifacts may be limited or denied because of cultural sensitivities.
<i>Resources</i>	Access is contingent on the availability of appropriate staff and study space, and must not unduly interfere with the facility's normal operations.
<i>Confidentiality</i>	Access to collection records may be restricted or denied if it is believed that access to such information would compromise an individual, object, site, FOIPP or other relevant legislation.
<i>Intellectual property rights</i>	Copyright and moral rights must be respected.

4. Guidelines

Authority and responsibility

<i>Divisional Executive Committee member</i>	Assign responsibility to control, monitor, and document and provide access to physical collections and collections information.
	Recommend the times, terms and conditions for public access.
	Ensure that policies, criteria, and procedures are established for

permitting responsible access to objects and collections information. Handle or delegate potentially controversial or sensitive situations, such as media visits.
Ensure that the *Collections Management Policy* is adhered to.

<i>Curator, archivist, collections manager Conservator</i>	Approve visitor access. Accompany visitors, as required. Familiarize visitors with basic collection handling techniques. Familiarize visitors with more advanced collections handling techniques. Determine if access may harm an object.
<i>Security or designated staff</i>	Prevent unauthorized access. Supervise emergency personnel, contractors and other individuals requiring access when collections staff are not present.
<i>Designated staff</i>	Conduct background checks on volunteers, visitors and staff who have access to high security areas or who work alone with the collections.

Staff and volunteers

Staff approving visitor or volunteer access must be familiar with the collections, proper handling techniques and the preservation requirements of the specific objects being accessed.

Staff and volunteers who work with objects must be familiar with proper handling techniques and, where necessary, supervised by appropriate staff.

Visitors

Access is only granted during regular working hours unless special provision is made.

Visitors should make an appointment to access the collections, stating the purpose of the request and describing the objects they wish to examine.

Decisions about granting access are made in a timely manner. If access is denied, the reasons are explained upon request.

Visitors are normally accompanied by appropriate staff.

Staff and visitors may have access to the collections as delineated under FOIPP. Visitors may not have access to confidential or sensitive information.

Under special circumstances, visitors may be given keys or security cards to collection areas for specific time periods.

Visitors may not grant access to other visitors. Access to a specific area or collection does not imply approval to access other areas or collections.

Appropriate staff are notified when a visitor is given access to a secured area.

Recording and photography are not permitted without prior approval.

Denying access

The facility reserves the right to decline any request for access:

- (a) To objects that are:
 - Particularly fragile, valuable, significant or rare;
 - Culturally sensitive (e.g., human remains or sacred ceremonial objects);
 - A taxonomic type;
 - From a very rare, endangered or extinct species;
 - Firearms (restricted under federal legislation);
 - On loan (with restrictions specified in the loan agreement); or
 - Uncatalogued.
- (b) To information that contains:
 - Valuations (e.g., appraisals, purchase prices and insured values);
 - Locations of objects while in storage;
 - Locations of sensitive archaeological, palaeontological or historical sites, endangered species or fragile ecosystems; or
 - Personal information of any kind.
- (c) For research that:
 - Lacks scientific rigour;
 - Is or could be sensitive or controversial; or
 - Already has associated information of the type requested.
- (d) To researchers that have:
 - Previously misused materials at the facility or other divisional sites;
 - Provided false credentials or professional affiliations;
 - Performed unauthorized sampling; or
 - Displayed unprofessional conduct.
- (e) If the curator has any additional concerns.

Media access

Media access is coordinated or handled by a designated employee in each facility.

Emergency personnel, repairmen and contractors

Visitors and workmen may be given keys and access to collection areas by appropriate collections staff. Conditions are discussed prior to access being granted.

Security or other appropriate staff are responsible for supervising access to collection areas when collections staff are unavailable.

Electronic access

Information and images of selected objects are available from the online collections database. New items are added as resources permit.

Electronic databases are generally consistent with the information contained on non-electronic files.

Material provided through electronic access is subject to the same conditions and restrictions covering physical access and use of collections, including FOIPP.

Electronic information created by the Alberta government is the property of the Alberta government.

APPENDICES



APPENDIX 1: DEFINITIONS

Abandonment	The voluntary relinquishment of an object, interest and claim with the intent of never again resuming or reasserting it.
Accession	The formal process of recording the addition of an object or collection of objects to the Core Collection.
Acquire/acquisition	Transfer of legal title (ownership) of an object to the Heritage Division through its facilities, which may subsequently be accessioned for use in the Core Collection, or be used in the Adjunct Collection for educational or other purposes. Objects are acquired by means of gift, purchase, transfer/exchange, field collection or through a Historic Resources Impact Assessment.
Advantage	The total of all amounts of property, service, compensation, use or other benefit that a donor or person non-arm's length to the donor may receive in return for a donation. The advantage must be taken into consideration when determining the eligible amount of a gift for tax receipting purposes.
Artifact	Materials created or altered by humans, such as pottery, artworks, photographs, weapons and manufactured items.
Appraisal (monetary)	The monetary valuation of an object, including the assessment of a proposed donation for tax purposes.
Archaeological resource	"...a work of humans that (i) is primarily of value for its prehistoric, historic, cultural or scientific significance, and (ii) is or was buried or partially buried in land in Alberta or submerged beneath the surface of any watercourse or permanent body of water in Alberta, and includes those works of humans or classes of works of humans designated by the regulations as archaeological resources." (<i>Historical Resources Act</i>)
Bequest	Ownership transferred under a will.
Canadian Cultural Property	An object that has been the subject of an application to the Cultural Properties Review Board and meets the criteria of "outstanding significance and national importance", as set out in the <i>Cultural Property Export and Import Act</i> . This designation has significance for income tax purposes.
Collections care	Activities that protect and preserve the integrity of collections and supporting information, such as conservation, storage and risk management.
Collections management	The diligent and comprehensive effort of acquiring (and, where necessary, disposing of) and caring for collections, and making them available to the public.
Conflict of interest	Interests that result in opposing principles that prevent or limit, or appear to prevent or limit, objective decision-making.
Conservation	The act of preventing deterioration of an object over time. Intervention is limited to the minimum required to stabilize the object and can include preventive conservation, preservation, restoration and reconstruction.
Consumptive analysis	Sampling or analysis that destroys or alters all of an object.

Crown	Her Majesty the Queen in Right of Alberta, as represented by the Minister of Culture and his/her designates.
Deaccessioning	The formal process of permanently removing an accessioned object from the collection and recording its removal.
Dealing	Buying, selling and trading objects for personal gain.
Destructive sampling	Sampling or analysis that destroys or alters a portion of an object.
Divisional Executive Committee member	The Heritage Division's executive team that consists of the: <ul style="list-style-type: none"> • ADM; • Executive directors of RAM, RTMP, PAA, and Historic Sites and Museums Branch; and • Directors of the Policy and Program Coordination Branch, and UCHV.
Donation	"... any gift, testamentary disposition, deed of trust or other form of contribution" (<i>Historical Resources Act</i>)
Education	Education programs include any learning initiative delivered onsite or offsite, by videoconference, through the web, or by other means. Education is synonymous with interpretation.
Fair market value (FMV)	The highest price, expressed in monetary terms, that an object would bring in an open and unrestricted market between a willing buyer and a willing seller who are knowledgeable, informed and prudent, and who are acting independently of each other.
Field sample	Objects collected out-of-doors for research, display, etc. Such objects may become part of the Core Collection, Adjunct Collection or be used for destructive or consumptive sampling.
Freedom of Information and Protection of Privacy Act (FOIPP)	FOIPP provides a formal method of requesting information held by public bodies which is not available by other means. It aims to strike a balance between the public's right to know and the individual's right to privacy.
Gift	A voluntary transfer of property made without any expectation of benefit or advantage by the donor. The law requires that a gift be offered by the donor, accepted by the institution and transferred to the institution. Ownership is transferred during the life of the donor.
Historic resource	"...any work of nature or of humans that is primarily of value for its palaeontological, archaeological, prehistoric, historic, cultural, natural, scientific or esthetic interest including, but not limited to, a palaeontological, archaeological, prehistoric, historic or natural site, structure or object" (<i>Historical Resources Act</i>).
Historic site	"...any site that includes or consists of an historical resource of an immovable nature or that cannot be disassociated from its context without destroying some or all of its value as an historical resource and includes a prehistoric, historic or natural site or structure" (<i>Historical Resources Act</i>).
Historic Object	"...any historic resource of a movable nature including any specimen, artifact, document or work of art" (<i>Historical Resources Act</i>).
Loan	The temporary transfer of an object that is governed by a loan agreement.

Minister	The Minister responsible for the <i>Historical Resources Act</i> as determined under section 16 of the <i>Government Organization Act</i> .
Object	Movable cultural property such as artifacts, scientific specimens, works of art, photographs, audiovisual material, maps, manuscripts and documentary records. "Objects" is synonymous with "collection".
Orphan collection	A collection that does not have a curator responsible for it.
Ownership	Legal title coupled with exclusive legal right to possession.
Palaeontological resource	"...a work of nature consisting of or containing evidence of extinct life and including works of nature or classes of works of nature designated by the regulations as palaeontological resources" (<i>Historical Resources Act</i>).
Preservation	Extending the "life" of objects by minimizing deterioration and damage.
Preventive conservation	Maintaining conditions that contribute to the long-term integrity of an object, such as lighting, environmental conditions, storage, security and fire protection.
Purchase	Ownership transferred by paying money or its equivalent.
Repatriation	"...(i) the transfer to a First Nation by the Crown of the Crown's title to a sacred ceremonial object, and (ii) the acceptance by the First Nation of that transfer" (<i>First Nations Sacred Ceremonial Objects Repatriation Act</i>)
Sacred Ceremonial object	"...an object, the title to which is vested in the Crown that (1) was used by a First Nation in the practice of sacred ceremonial traditions; (2) is in the possession and care of RAM or the Glenbow Museum, or on loan from one of those institutions to a First Nation, or is otherwise in the possession and care of the Crown; and (3) is vital to the practice of the First Nation's sacred ceremonial traditions" (<i>First Nations Sacred Ceremonial Objects Repatriation Act</i>).
Sample	A portion of an object that is removed or a complete object that is destroyed to obtain information.
Specimen	A natural history object that is retained as closely as possible to its original state (i.e., where human intervention is limited to research, display or storage).

APPENDIX 2: LAWS AND ETHICS GOVERNING THE DIVISION'S COLLECTIONS

The Division acquires objects and information in accordance with the laws and regulations governing the acquisition of scientific and historical material. These include the laws, conventions and treaties of the provincial and federal governments of Canada, international agreements and treaties, and the ethical guidelines of provincial, national and international heritage organizations.

Provincial

- *Ammonite Shell Regulation* (RSA 2000, c. M-17, AR 152/2004)
- *Cemeteries Act* (RSA 2000, c. C-3)
- *Financial Administration Act* (RSA 2000, c. F-12, s. 37)
- *First Nations Sacred Ceremonial Objects Repatriation Act* (RSA 2000, c. F-11.2) and *Blackfoot First Nations Sacred Ceremonial Objects Repatriation Regulation* (AR 96/2004)
- *Freedom of Information and Protection of Privacy Act* (RSA 2000, c. F-25)
- *Foreign Cultural Property Immunity Act* (RSA 2000, c. F-17)
- *Glenbow-Alberta Institution Act* (RSA 2000, c. G6)
- *Government House Act* (RSA 2000, c. G-9)
- *Historical Resources Act* (RSA 2000, c. H-9), *Archaeological and Palaeontological Research Permit Regulation* (AR 254/2002) and *Dispositions Regulation* (AR 101/98)
- *Mines and Minerals Act* (RSA 2000, c. M-17)
- *Occupational Health and Safety Act* (RSA 2000, c. 0-2), *Regulation* (AR 284/2009) and *Code* (2009)
- *Personal Information Protection Act* (SA 2003, c. P-6.5)
- *Provincial Parks Act* (RSA 2000, c. P-35) and *Regulation* (AR 102/1985)
- *Trespass to Premises Act* (RSA 2000, c. T-7)
- *Wildlife Act* (RSA 2011, c. W-10) and *Wildlife Regulation* (AR 143/1997)

Federal

- *Canada Labour Code* (RSC 1985, c. L-2)
- *Canada Occupational Health and Safety Regulations* (SOR/86-304)
- *Canadian Cultural Property Export and Import Act* (RSC 1985, c. C-51)
- *Canadian Food Inspection Agency, Health of Animals Act* (SC 1990, c. 21) and *Health of Animals Regulations* (CRC, c. 296)
- *Code of Ethics and Guidance for Practice for Those Involved in the Conservation of Cultural Property in Canada* (International Institute for Conservation, Canadian Group, 1989)
- *Controlled Drugs and Substances Act* (SC 1996, c. 19)
- *Copyright Act* (RSC 1985, c. C-42)
- *Federal Fisheries Act* (RSC 1985, c. F-14)
- *Firearms Act* (SC 1995, c. 39)
- *Historic Sites and Monuments Act* (RSC 1984, c. H-4)
- *Income Tax Act* (RSC., 1985, c. 1, 5th Supp.)
- *International Traffic in Arms Regulations* (22 CFR 120-130, sc. M)
- *Migratory Birds Convention Act* (SC 1994, c. 22) and *Migratory Birds Regulations* (CRC, c. 1035)
- *Nuclear Safety and Control Act and Radiation Protection Regulations* (SOR/2000-203, SC 1997, c.9)
- *Plant Protection Act* (SC 1990, c. 22) and *Plant Protection Regulations* (P-14.8-SOR/95-212)
- *Seeds Act* (RSC 1985, c.S-8)
- *Species at Risk Act* (SC 2002, c. 29)

- *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act* (SC 1992, c. 52) and *Wild Animal and Plant Trade Regulations* (SOR/96-263)

International (selected)

- *Convention on the International Trade in Endangered Species of Wild Fauna and Flora* (CITES), 1975
- *International Copyright Convention* (“Berne Convention”), 1988
- *International Council of Museums (ICOM). Statement of Principles of Museum Documentation*, 2006
- *Framework for Action on Biodiversity and Ecosystem Management*. WEHAB (Water, Energy, Health, Agriculture and Biodiversity) World Summit on Sustainable Development, Johannesburg, 2002
- *North American Free Trade Agreement* (NAFTA), 1994
- *Native American Graves Protection and Repatriation Act* (NAGPRA). U.S.A Public Law 101-601, 1990
- *RIO Convention Report on International Obligations*. 1992 Earth Summit in Rio de Janeiro. United Nations Framework Convention on Climate Change, 1992
- *Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property*. UNESCO, Paris, 1972; ratified by Canada in 1978
- *United Nations Convention on Biological Diversity*. United Nations Conference on Environment and Development, Rio de Janeiro, 1992.
- *Universal Copyright Convention*. Geneva, 1952
- *Vermillion Accord on Human Remains*. World Archaeological Congress, 1989
- [World Intellectual Property Organization Copyright Treaty](#) (WIPO Copyright Treaty/ WCT), 1996

Policies, Codes and Other Guidelines

- *Canadian Biodiversity Strategy: Canada’s Response to the Convention on Biological Diversity*. 1995
- *Code of Ethics*. Association of Canadian Archivists, 1999
- *Code of Ethics for Museums*. International Council of Museums, 2004
- *Code of Conduct and Ethics for the Public Service of Alberta*. Government of Alberta, 2005
- *Ethics Guidelines*. Canadian Museums Association, 2006
- *Guidelines on the Care and Use of Wildlife*. Canadian Council on Animal Care, 2003
- *Policy Statements for Institutional Animal Care and Use Programs*. Canadian Council on Animal Care, 2008
- *Principles of Ethical Conduct*. Canadian Archaeological Association, 2003
- *Recommended Code of Practice for the Care and Handling of Farm Animals*. Canadian Agri-Food Research Council, 1998

APPENDIX 3: STAFF AUTHORITY AND RESPONSIBILITIES

	<i>ADM</i>	<i>Exec. Dir.</i>	<i>Curator, Archivist</i>	<i>Coll. Mgr.</i>	<i>Conser- vator</i>	<i>Other</i>
ACQUISITION						
Purchases						
Approve purchases that may be sensitive or controversial.	●					
Approve purchases that involve the international movement of culturally sensitive materials.	●					
Approve purchases that require stewardship resources beyond a facility's allocated budget.	●					
Approve purchases of \$10,000 or more.		●				
Approve purchases outside the scope of the facility's normal collections.		●				
Approve purchases requiring resources beyond a collecting unit's allocated budget.		●				
Approve purchases that require special collaboration, storage, conservation, restoration or maintenance.		●				
Designate collecting units and assign responsibility to purchase objects and ensure compliance with all legal and ethical requirements.		●				
Provide policy guidance and budget support to purchase objects.		●				
Establish a collections review committee as deemed appropriate.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Approve purchases up to \$9,999.			●			
Recommend purchases of \$10,000 or more.			●			
Appraise objects up to \$4,999. Where appraisals are required, contract an external appraiser for objects over \$5,000.			●			
Identify any legal, ethical or other impediments to acquiring the object.			●			
Verify that the proposed object is authentic, significant and best acquired by purchase.			●			
Verify that the incoming object meets collecting conditions and criteria before it is recommended or approved.			●			
Create and maintain records on objects, decisions and transactions.				●		
Assess the condition and resources required to restore or preserve the purchase.					●	
Gifts-in-Kind						
Approve gifts that may be sensitive or controversial.	●					
Approve gifts that involve the international movement of culturally sensitive materials.	●					
Approve gifts that require resources beyond a facility's allocated budget (e.g., storage, conservation).	●					

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser-vator	Other
Approve gifts of \$10,000 or more.		●				
Approve gifts outside the normal scope of the facility's collections.		●				
Approve gifts requiring resources beyond a unit's allocated budget.		●				
Approve gifts that require special collaboration, storage, conservation, restoration or maintenance.		●				
Approve gifts from staff.		●				
Provide policy guidance regarding gifts-in-kind.		●				
Assign responsibility for donations and for ensuring compliance with all legal and ethical requirements.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Approve gifts up to \$9,999.			●			
Recommend gifts of \$10,000 or more.			●			
Appraise objects to \$4,999.			●			
Where appraisals are required, contract an external appraiser for objects over \$5,000.			●			
Identify any legal, ethical or other impediments to acquisition.			●			
Verify that the proposed gift-in-kind is authentic and significant.			●			
Verify that the gift meets collecting conditions and criteria before it is recommended or approved.			●			
Seek authorization, before accepting a gift, that the proposed object is within the facility's mandate and there is sufficient budget to cover its value.			●			
Create and maintain records on objects, decisions and transactions.				●		
Assess the condition and resources required to restore or preserve a donated object.					●	
Canadian Cultural Property						
Approve that the facility and specified objects may seek designation under the <i>Cultural Property Export and Import Act</i> .		●				
Assign responsibility to prepare applications for designations and funding under the <i>Cultural Property Export and Import Act</i> .		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Contract external appraisers to determine the value of proposed Canadian Cultural Property.			●			
Recommend, and upon approval, seek designation under the <i>Cultural Property Export and Import Act</i> for divisional facilities and objects.			●			
Create and maintain records on objects, decisions and transactions.				●		
Tax Receipts						
Approve <i>Official Receipt of Gift for Income Tax Purposes</i> .	●	●				
Approve the minimum amount for issuing a tax receipt.		●				

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser-vator	Other
Assign responsibility to issue tax receipts and ensure compliance with all legal, ethical and financial requirements.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Provide information required for tax receipts.			●			
Provide assurances that the object is authentic			●			
Provide appraisals for donations up to \$4,999 (except Cultural Property).			●			
Contract external appraisers for objects over \$5,000.			●			
Verify information required for tax receipts and prepare tax receipts in accordance with legal requirements.				●		
Forward completed tax receipt to donor.				●		
Retain documentation for examination by audit or CRA.				●		
Create and maintain records on objects, decisions and transactions.				●		
Field Collecting						
Approve the acquisition of specimens that may be sensitive or controversial.	●					
Approve specimens that require stewardship resources beyond a facility's allocated budget.	●					
Approve specimens outside the scope of the facility's collections.		●				
Approve specimens requiring resources beyond a collecting unit's allocated budget.		●				
Approve objects that require special collaboration, storage, conservation, restoration or maintenance.		●				
Assign responsibility for field collecting and ensure compliance with all legal and ethical requirements.		●				
Provide policy guidance and budget support for field collecting.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Verify that the specimen is authentic and significant.			●			
Identify any legal, ethical or other impediments to acquiring the object.			●			
Obtain permits and permissions.			●			
Create and maintain records on objects, decisions and transactions.				●		
Assess the object's condition and resources required to maintain it.					●	
Internal Transfers						
Approve transfers between branches.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser-vator	Other
Approve transfers within the same facility.			●			
Recommend transfers between branches.			●			
Create and maintain records on objects, decisions and transactions.				●		
External Transfers and Exchanges						
Approve the transfer of ownership of a divisional object of <i>any</i> value to an external organization or institution.	●					
Approve transfers or exchanges that may be sensitive or controversial.	●					
Approve incoming objects that require stewardship resources beyond a facility's allocated budget.	●					
Approve transfers and exchanges that involve the international movement of culturally sensitive materials.	●					
Approve transfers and exchanges for \$10,000 or more.		●				
Approve objects that require special collaboration, storage, conservation, restoration or maintenance.		●				
Approve transfers and exchanges outside the scope of the facility's normal collecting activities.		●				
Recommend the transfer of ownership for a divisional object to an external organization or institution		●	●			
Assign responsibility for transfers and exchanges and for ensuring compliance with all legal and ethical requirements.		●				
Provide policy guidance and budget support.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Recommend transfers and exchanges over \$10,000.			●			
Approve transfers and exchanges up to \$9,999.			●			
Verify that the incoming object meets collecting conditions and criteria before it is recommended or approved.			●			
Identify any legal, ethical or other impediments to acquiring an incoming object.			●			
Verify that the incoming object is authentic and significant, and that the disposition of the outgoing object will not unduly impact the Division's collections or programs.			●			
Appraise objects up to \$5,000.			●			
Where appraisals over \$5,000 are required, contract an external appraiser for objects.			●			
Create and maintain records on objects, decisions and transactions.				●		
Assess the object's condition and resources required to restore or preserve it.					●	
Historic Resource Impact Assessments (HRIAs)						
Issue <i>Historical Resources Act</i> requirements for development projects.	●					
Issue permits to excavate palaeontological or archaeological resources.		●				●

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser-vator	Other
Recommend requirements under the <i>Act</i> for development projects.		●				●
Evaluate the potential impact of commercial, industrial, infrastructure or other developments on significant palaeontological or archaeological resources.			●			●
Recommend if an HRIA should be undertaken prior to development.			●			●
Review material collected by professional historic resources consultants for significance and relevance to the collection.			●			●
Create and maintain records on archaeological and palaeontological collections obtained through the HRIA process.			●			●
Accessioning						
Assign responsibility for accessioning and for ensuring compliance with all legal and ethical requirements.		●				
Provide policy guidance and budget support.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Provide collections manager with information required to create registration records or create initial records, depending on the type of collection.			●			
Create and maintain records on objects, decisions and transactions.				●		
Establish and implement standards for accessioning.				●		
Number, document and photograph objects.				●		
Enter information on database.				●		
DEACCESSION AND DISPOSITION						
Deaccession						
Approve deaccessions that may be sensitive or controversial.	●					
Approve routine deaccessions (i.e., not sensitive or controversial).		●				
Provide policy guidance and budget support.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Assign responsibility to deaccession objects and ensure compliance with all legal and ethical requirements.		●				
Recommend deaccessions within the curator's area of expertise.			●			
Create and maintain deaccession records on objects, decisions and transactions.				●		
Identify any legal restrictions or other impediments to deaccessioning.				●		
Disposition						
Approve the disposition of objects involving destruction or transfer of ownership to an external agency.	●					
Approve dispositions that will remain within the Division (e.g., transferring objects between divisional facilities or from the Core to Adjunct collections).		●				

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser-vator	Other
Provide recommendations on destruction or transfer of ownership to an external agency.		●				
Provide advice on potentially controversial dispositions.		●	●			
Assign responsibility for the disposition of objects and compliance with all legal and ethical requirements.		●				
Provide policy guidance and budget support.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Dispose of casts in the Core Collection.			●			
Provide recommendations on the disposition of an object, including method of disposition and (if applicable) recipient institution.			●			
Recommend destruction and method of destruction.			●			
Create and maintain records on the disposition of objects, decisions and transactions.				●		
Identify any legal or other impediments to disposition or destruction.				●		
Carry out the approved disposition of objects.				●		
Documentation						
Assign responsibility to create, maintain and protect collection records, and to comply with all associated legal and ethical requirements.		●				
Provide policy guidance and budget support to carry out documentation requirements.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Provide information to the collections manager to create the necessary records.			●			
Establish and implement documentation standards.				●		
Create and maintain records on objects, decisions and transactions				●		
Repatriation						
Approve all repatriation applications for objects in the care and custody of the Heritage Division and Glenbow Museum.	●					
Provide recommendations on repatriation applications.		●	●			●
Assign responsibility for repatriation and for complying with all associated legal and ethical requirements.		●				
Provide policy guidance and budget support to fulfill repatriation requirements.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Review repatriation applications and provide recommendations.			●			●
Develop and implement written policies and procedures consistent with the legal requirements of <i>FN SCORA</i> .			●			
Provide all documentation required under <i>FN SCORA</i> .			●			
Manage the repatriation process for objects in the care and custody of the Heritage Division.			●			

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conservator	Other
Arrange for and carry out the transfer of ownership to recipients.				●		
Establish documentation standards.				●		
Create and maintain records on objects, applications, decisions and transactions.				●		
Liaise with groups or individuals seeking information on repatriation.						●
Gather relevant information to be used to evaluate applications.						●
Prepare documents for approval						●
CARE AND MANAGEMENT						
Preservation and Conservation						
Approve preservation and conservation resources beyond a single program's budget.		●				
Assign responsibility for preserving and conserving objects and for complying with all associated legal and ethical requirements.		●				
Provide policy guidance and budget support to carry out preservation and conservation requirements.		●				
Ensure the overall well-being of the collections.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Reinforce the importance of preservation to staff and volunteers.			●			
Assess the general condition of collections and monitor environmental conditions.			●	●	●	
Consult with conservator on preservation policies, standards and procedures.			●			
Assess the general condition of collections and monitor environmental conditions.			●	●	●	
Develop and oversee preventive conservation measures.			●	●	●	
Track objects within, and as they enter or leave, the facility.				●		
Establish and implement preservation policies, standards and procedures consistent with the goals of the collecting unit and the nature, purpose and use of the collection.				●	●	
Ensure appropriate transportation, packing and handling.				●	●	
Complete condition reports.				●	●	
Ensure that collections and associated information are cared for and maintained in conditions that preserve their physical and intellectual integrity.				●		
Maintain records on objects, decisions, transactions, problems and remedial actions.				●		
Preserve and conserve objects.					●	
Create and maintain records on preservation and conservation treatments, decisions and actions.					●	
Plan and implement preservation goals.					●	

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conservator	Other
Issue guidelines for the care of the collections.					•	
Advise on appropriate transportation, packing and handling, and construct specialized packing materials.					•	
Provide appropriate information for the collections managers to place on the object's permanent file.					•	
Immediately report any damage, loss or potentially hazardous conditions to appropriate staff.						•
Storage						
Approve resources for storage beyond the program-level budget or for storage shared with other facilities.		•				
Assign responsibility for storing objects and for complying with all associated professional standards.		•				
Provide policy guidance and budget support.		•				
Ensure that the <i>Collections Management Policy</i> is adhered to.		•				
Provide advice to the conservator and collections manager on objects requiring special storage conditions.			•			
Manage and ensure the safe-keeping of objects while in storage.				•		
Establish and implement policies and standards for safe storage, consistent with the nature of collections and available resources.				•		
Track the location of objects and maintain records.				•		
Maintain records on storage risks, problems and remedial actions.				•		
Periodically review all aspects of collections storage to reduce risks.				•		
Advise curators/archivists and collections manager on objects requiring special storage conditions.					•	
Periodically review preservation aspects of storage to reduce risks.					•	
Inspections and Inventories						
Approve cyclical inspections and inventory plans.		•				
Ensure adequate separation of duties and other internal controls to minimize the unauthorized removal of objects.		•				
Assign responsibility for planning, conducting and evaluating inspections and inventories, and for complying with all associated legal and ethical requirements.		•				
Provide policy guidance and budget support.		•				
Ensure that the <i>Collections Management Policy</i> is adhered to.		•				
Assist collections manager with inventories and inspections.			•			
Where possible, curators/archivists or designated staff should inspect exhibits daily.			•			
Develop and implement an inventory plan.				•		•
Lead the development of plans for facility inventories, review them and make recommendations to the executive director on required improvements.				•		
Lead annual and cyclical inventory processes and follow up on any discrepancies. Provide recommendations to the executive director.				•		
Maintain inventory records.				•		

	ADM	Exec. Curator, Dir. Archivist	Coll. Mgr.	Conser- vator	Other
Risk Management					
Assign responsibility for risk management and for complying with all associated professional, legal and ethical requirements.		•			
Assign responsibility for security while the collections are in storage, on exhibit, or being used for research or other purposes.		•			
Assign responsibility for developing and implementing the facility's Business Continuity Plan, and approve the plan.		•			
Provide policy guidance and budget support to manage risks.		•			
Ensure that procedures exist to immediately report and document damage, loss or theft of divisional or loaned objects.		•			
Ensure that collections are maintained in controlled areas that are adequately protected against fire, theft, terrorism, vandalism, deterioration and natural disasters.		•			
Ensure that the <i>Collections Management Policy</i> is adhered to.		•			
Maintain general awareness of the facility's risk management and security processes.		•	•	•	•
Report situations concerning potential or actual damage or loss, personal injury or legal liability, to the collections manager.		•	•	•	•
Monitor objects for damage resulting from external factors such as environmental conditions.			•	•	
Inform staff, visitors and contractors of any hazards concerning the facility or collections.			•		
Approve access for volunteers, visitors, contractors, etc.			•		
Monitor the activities of volunteers, visitors and contractors as required.			•		
Monitor objects for damage resulting from external factors such as environmental conditions.			•	•	
Implement preventive conservation measures.				•	
Create and maintain records concerning collections risks and remedial actions.				•	
Report and remediate situations concerning potential or actual damage or loss to the collections, personal injury or legal liability to the executive director.				•	
Manage specific aspects of transactions such as insurance and coordinate with other offices as needed.				•	
Take reasonable precautions to protect objects while in transit.				•	•
Develop, implement and oversee preservation and conservation measures.				•	
Take all reasonable precautions to protect objects while in transit.				•	•
Create and maintain records on risks, and preservation and conservation decisions and actions.					•
Provide appropriate information for the collections manager to place on the object's permanent file.					•
Monitor objects for damage and deterioration resulting from inherent vice.					•

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser-vator	Other
Develop, recommend and implement the business continuity plan.						•
Arrange access for volunteers, visitors, etc.						•
Provide and track keys or access cards for volunteers, visitors and contractors.						•
Secure appropriate areas from access by unauthorized people.						•
Comply with all conditions and procedures set by staff.						•
Insurance						
Approve the acquisition of an object over \$10,000 resulting from an insurance claim.		•				
Approve the annual schedule and declared value of objects to be insured.		•				
Assign responsibility for coordinating insurance requirements and for complying with all associated legal and professional requirements.		•				
Provide policy guidance and budget support.		•				
Ensure that the <i>Collections Management Policy</i> and RMI requirements are adhered to.		•				
Approve the acquisition of an object up to \$9,999 resulting from an insurance claim.			•			
Recommend the acquisition of an object over \$10,000 resulting from an insurance claim.			•			
Provide information to the collections manager on objects and declared value to be insured.			•			
Advise the collections manager and conservator about objects involved in claims.			•			
Establish and coordinate the claims process.				•		
Coordinate and provide the schedule and declared value of objects to be insured to the Director, Policy and Program Coordination.				•		
Provide lists of collection assets as requested by Strategic Corporate Services.				•		
Advise the collections manager and curator about objects involved in claims.					•	
Liaise with RMI on general insurance issues (not claims) and provide information to appropriate staff.						•
Coordinate and submit the Division's coverage schedules to RMI.						•
Recordkeeping						
Approve initiatives beyond the scope or resources of individual branches, such as TMS or the digitization of images.	•					
Provide budget support to ensure that collections are documented		•				
Ensure that the <i>Collections Management Policy</i> is adhered to.		•				
Approve resources beyond program-level budgets.		•				
Recommend initiatives beyond the scope or resources of the branch, such as TMS.		•	•			

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser-vator	Other
Provide information to the collections manager.			•			
Document objects (with collections manager).			•			
Establish and implement documentation standards.				•		
Retain, archive and protect all original and, where appropriate, copies of records on objects, decisions and transactions.				•		
Create and maintain conservation records.					•	
Animal Welfare						
Approve the acquisition and care of animals that require significant human or financial resources.		•				
Approve the acquisition or care of animals that may be sensitive or controversial.		•				
Assign responsibility for acquiring, studying and managing live animals, and for complying with all legal and ethical requirements.		•				
Provide policy guidance and budget support.		•				
Ensure that the <i>Collections Management Policy</i> is adhered to.		•				
Ensure the highest standards of care and well-being of the animals.			•			•
Ensure compliance with all legal and ethical requirements concerning capture, restraint, handling, marking, care, culling and euthanasia.			•			•
Determine that an animal proposed for acquisition was not illegally or unethically acquired from its source.			•			
Demonstrate in-depth knowledge of the physical and behavioural characteristics and needs of the animals under their care, and how to work with those species.			•			•
Acquire animals requiring routine human and financial resources.			•			•
Ensure proper disposition of animals.			•			•
Maintain a complete record of the animal's history while in the Division's care and custody			•			•
Maintain first aid knowledge.			•			•
Human Remains						
Approve all requests involving the disposition or use of human remains for the Heritage Division and Glenbow Museum.	•					
Approve access to human remains.		•				
Provide recommendations on requests concerning the disposition or use of human remains.		•				
Assign authority for the care of human remains and ensure compliance with all legal, ethical and professional requirements.		•				
Provide policy guidance and budget support for the care and custody of human remains.		•				

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conservator	Other
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Provide recommendations on requests concerning the disposition or use of human remains.			●			
Provide recommendations on requests to access human remains.			●			
Oversee the care and custody of human remains with the Division.			●			
Develop and implement written policies and procedures in accordance with legal requirements.			●			
Liaise with groups or individuals seeking information on human remains.			●			
Establish and implement standards for recording information.			●			
Create and maintain records on remains, requests, decisions and transactions.				●		
COLLECTIONS USE						
Research						
Assign responsibility for staff to conduct research, supervise visiting researchers and manage research projects, and ensure compliance with all legal, ethical and professional requirements.		●				
Assign responsibility for staff to oversee external researchers using divisional objects.		●				
Provide policy guidance and budget support to carry out collections research activities.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Approve requests from and conditions for external researchers to access the collections.			●			
Train staff and researchers unfamiliar with collection handling techniques (with conservator).			●			
Ensure the use of standard credit lines and other accreditation.			●			
Maintain records on objects and associated research.				●		
Education						
Approve collections-based education programs that require resources beyond the facility or branch level.		●				
Approve programs that require resources beyond the program level, but within the facility or branch allocation.			●			
Assign responsibility to acquire/recommend and manage the Teaching Collection(s), and ensure compliance with all legal and ethical requirements.			●			
Provide policy guidance and budget support to carry out collections-based education initiatives.			●			
Ensure that the <i>Collections Management Policy</i> is adhered to.			●			

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser-vator	Other
Approve and/or develop education programs, including the use of objects used for teaching.						•
Approve education initiatives that can be completed within existing resources; recommend programs that require resources beyond the program area						•
Provide information that is accurate and balanced in its interpretation, and respects the cultural sensitivities of the objects.						•
Take reasonable precautions to minimize damage and deterioration to teaching collections.						•
Consult curators and archivists for information on objects in the Teaching Collections.						•
Establish handling and security procedures appropriate to the hands-on use of objects.						•
Inspect objects on a regular basis to ensure that they are safe for handling and take remedial action as required.						•
Test objects for toxins before they are released for hands-on use.					•	
Exhibits						
Approve exhibits that require resources beyond the facility or branch level.	•					
Approve exhibits that may be sensitive or controversial.	•					
Approve exhibits that require resources beyond the program level, but within the facility or branch allocation.		•				
Ensure that the <i>Collections Management Policy</i> is adhered to.		•				
Provide policy guidance, program direction and budget support.		•				
Assign responsibility to approve/recommend, develop and document exhibits, and ensure compliance with all legal and ethical requirements.		•				
Provide policy guidance and budget support to carry out exhibit requirements.		•				
Approve and/or develop the physical and intellectual content of exhibits and accompanying information.			•			
Approve exhibits that can be produced within the program area's existing resources.			•			
Recommend exhibits that require resources beyond the program area.			•			
Provide information that is accurate and balanced in its interpretation, and respects the cultural sensitivities of the objects.			•			
Ensure proper accreditation.			•			
Select exhibit construction materials to ensure the safety and preservation of objects on display.			•		•	•
Establish security procedures for exhibits.			•	•		•
Approve the exhibit of particularly fragile objects and prescribe display conditions.					•	

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser-vator	Other
Recommend environmental parameters for objects on display.					•	
Complete condition reports.					•	
Ensure that exhibits are maintained by staff who are knowledgeable about the safe handling of objects.					•	
Implement a program of regular inspections to check for loss and damage, and take any necessary remedial action.					•	
Advise on or construct specialized display mounts.					•	
Design appropriate security measures for exhibits.						•
Provide the overall logistics and coordination for the construction and maintenance of exhibits.						•
Monitor exhibits and report any potential or actual hazards, damage or loss to the appropriate staff member immediately.						•
Outgoing Loans						
Approve loans that may be sensitive or controversial.	•					
Resolve disputes concerning requests or agreements.	•	•				
Approve loans for \$100,000 or more.		•				
Assign responsibility to approve/recommend, develop, document and monitor loans, and to comply with all legal and ethical requirements.		•				
Provide policy guidance and budget support to carry out loan requirements.		•				
Ensure that the <i>Collections Management Policy</i> is adhered to.		•				
Approve outgoing loans up to \$99,999.			•			
Recommend loans for \$100,000 or more.			•			
Approve research loans.			•			
Approve and/or develop the physical and intellectual content of exhibits for loan and accompanying information.			•			
Obtain all necessary loan documentation.			•	•		
Review and approve loan agreement before the loan is initiated.			•			
Approve loan renewals or extensions.			•			
Document, monitor and maintain records on the status of loans.				•		
Ensure that loan conditions are met and that the loan is returned or renewed in a timely fashion.				•		
Approve packing, shipping and courier arrangements.				•		
Prepare and oversee the execution of the loan agreement.				•		
Approve loans of particularly fragile objects and prescribe exhibit conditions.					•	
Specify preservation parameters for objects while on loan and in transit.					•	

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser-vator	Other
Establish condition reporting requirements.					•	
Provide condition reports.					•	
Provide non-standard legal clauses for loan agreement.						•
Provide assistance with intergovernmental requirements for loans to or from other provincial, the federal or international government agencies.						•
Provide non-standard insurance clauses for loan agreement (in conjunction with Legal Services).						•
Incoming Loans						
Approve loans that may be sensitive or controversial.	•					
Approve incoming exhibit loans of \$100,000 or more.		•				
Assign responsibility to approve/recommend, develop, document and monitor loans, and to comply with all legal and ethical requirements.		•				
Provide policy guidance and budget support to carry out loan requirements.		•				
Ensure that the <i>Collections Management Policy</i> is adhered to.		•				
Approve incoming exhibit loans to \$99,999.			•			
Recommend exhibit loans for \$100,000 or more.			•			
Initiate requests to borrow objects and approve research loans.			•			
Verify inventories and objects received as research loans.			•			
Document, monitor and maintain records on the status of loans.				•		
Verify inventories and objects received as incoming exhibit loans and complete condition reports.				•		
Ensure that loan conditions are met and that the loan is returned or renewed in a timely fashion.				•		
Arrange for insurance, transport, etc. as required.				•		
Prepare and oversee the execution of the loan agreement.				•		
Complete condition reports.				•		
Specify preservation parameters for objects on loan and in transit.					•	
Establish condition reporting requirements.					•	
Replicas						
Assign responsibility for staff to exchange objects with other institutions and to comply with all legal and ethical requirements.		•				

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser-vator	Other
Assign responsibility to oversee the production of casts.		●				
Provide policy guidance and budget support to carry out replication requirements.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Determine whether casts or actual specimens should be used in the facility's exhibits.			●			
Provide information about the objects being transferred or exchanged.			●			
Determine which fossils are to be cast.			●	●		
Maintain systems to track requests.				●		
Number, catalogue and track, store and care for objects and accompanying information.				●		
Prepare <i>Contract for Purchase and Sale</i> and arrange for casts to be produced				●		
Arrange for packing, transportation and invoicing.				●		
Teaching Collections (Adjunct)						
Approve acquisitions that may be sensitive or controversial.	●					
Approve the disposition of divisional objects where ownership will be transferred to an external organization.	●					
Approve acquisitions of \$10,000 or more.		●				
Approve transfers of Core Collection objects to the Teaching Collections.		●				
Approve objects that require special collaboration, storage, conservation, restoration or maintenance.		●				
Approve transfers and exchanges of objects where the Division will no longer retain ownership.		●				
Assign responsibility to acquire, document and manage the Teaching Collections, and to ensure compliance with all legal and ethical requirements.		●				
Provide policy guidance and budget support to carry out collections-based teaching activities.		●				
Ensure that the <i>Collections Management Policy</i> is adhered to.		●				
Approve transfers of Core Collection objects to the Teaching Collections within the same facility.			●			
Deaccession and transfer Core Collection objects and accompanying information to the Teaching Collections.			●			
Test objects for toxins before they are released for hands-on use.					●	
Approve acquisitions up to \$9,999.						●
Recommend acquisitions of \$10,000 or more.						●
Document and manage the teaching collections.						●
Take reasonable precautions to minimize damage and deterioration.						●
Approve, and carry out, the disposition of objects.						●
Dispose of objects.						●

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser-vator	Other
Recommend transfers and exchanges of objects where the Division will no longer retain ownership.						•
Determine that a proposed acquisition was not illegally or unethically acquired from its source, or unscientifically excavated.						•
Develop and maintain systems to track preserve and provide access to objects and associated information.						•
Props and Parts Collections (Adjunct)						
Approve the disposition of objects where the Division will no longer retain ownership.	•					
Approve acquisitions that may be sensitive or controversial.	•					
Approve the acquisition of props or parts of \$10,000 or more.		•				
Approve objects that require special collaboration, storage, conservation, restoration or maintenance.		•				
Approve deaccessions and transfers between facilities of Core objects to the Props and Parts Collection.		•				
Assign responsibility to acquire, document and manage objects and ensure compliance with all legal and ethical requirements.		•				
Provide policy guidance and budget support to carry out display and restoration activities.		•				
Ensure that the <i>Collections Management Policy</i> is adhered to.		•				
Approve acquisitions up to \$9,999.			•			
Recommend acquisitions of \$10,000 or more.			•			
Approve transfers within the same facility from the Core to the Props and Parts collections.			•			
Take reasonable precautions to minimize damage and deterioration.			•			
Approve and carry out the disposition of objects, as per the <i>Deaccession and Dispositions Policy</i> .			•			
Recommend transfers and exchanges of objects where the Division will no longer retain ownership.			•		•	
Determine that a proposed acquisition was not illegally or unethically acquired from its source, or unscientifically excavated.			•			
Establish and implement guidelines for documenting and managing the collection.				•	•	
Develop and maintain systems to track preserve and provide access to objects and associated information.				•		
Deaccession and transfer Core objects and accompanying information to the Props and Parts Collection.				•		
Recommend acquisitions for parts.					•	
Recommend transfers of Core objects to the Parts Collections within the same facility.					•	
Develop and maintain systems to track preserve and provide access to parts and associated information involving conservation.					•	
Duplicate/Exchange Collection (Adjunct)						
Assign responsibility for staff to exchange objects with other institutions or to oversee the casting program.		•				
Ensure that the <i>Collections Management Policy</i> is adhered to.		•				

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser-vator	Other
Determine which natural history specimens are duplicates.			•			
Determine which objects are suitable to exchange with other institutions.			•			
Prepare exchange agreements.			•			
Provide information about the objects being transferred or exchanged.			•			
Acquire appropriate objects through field collecting.			•			
Determine which fossils are cast.			•	•		
Maintain systems to number, catalogue and track objects and their accompanying information.				•		
Prepare <i>Contract for Purchase and Sale</i> for casts.				•		
Prepare casting contract and arrange for casting.				•		
Arrange for packing and transportation of cast and associated information.				•		
Support Information (Adjunct)						
Approve initiatives beyond the scope or resources of individual branches, such as TMS or the digitization of images.	•					
Approve initiatives beyond the scope and resources of individual program areas.		•				
Recommend initiatives beyond the scope or resources of individual branches.		•				
Assign responsibility to create, and maintain support information, and to comply with all legal, ethical and professional requirements.		•				
Provide budget support to ensure that the collections are documented, preserved and accessible.		•				
Ensure that the <i>Collections Management Policy</i> is adhered to.		•				
Provide documentation and support information to the collections manager.			•			
Document the collections under his/her supervision.			•			
Oversee data entry for TMS information on accessioned, non-accessioned and deaccessioned objects.			•			
Approve access to confidential records.			•			
Maintain or dispose of uncatalogued books, periodicals and other reference materials at the employee's discretion.			•			
Determine if reference books, periodicals and other publications should be catalogued.			•			
Maintain support information on objects, decisions and transactions.				•		
Catalogue and maintain reference collections as appropriate.				•		
Images (Adjunct)						
Approve the publication and commercial use of photographs taken in exhibit galleries or at historic sites.		•				

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser-vator	Other
Assign responsibility to create and manage images, and to ensure compliance with all legal and ethical requirements.		•				
Provide policy guidance and budget support.		•				
Ensure that the <i>Collections Management Policy</i> is adhered to.		•				
Approve any alterations to images by the user.			•			
Approve requests from researchers or the public to photograph objects.			•			
Approve loans of original slides or negatives and use of images.			•			
Ensure that the loan conditions for original slides and negatives are met and that the items are returned in a timely fashion.			•			
Prepare, duplicate, digitize, curate and store images, and maintain related documentation.			•			
Request and record the transfer of copyright from the vendor/donor to the Division.			•			
Provide information on and ensure proper accreditation.			•			
Prepare and oversee the execution of agreements for image use.			•			
Request copies of publications, websites or productions in which the image was used.			•			
Establish policies and procedures for publishing or reproducing objects.				•		
Place appropriate information on the object's permanent file.				•		
Temporary Collection (Adjunct)						
Assign responsibility to manage objects that are in the Temporary Collection, including those awaiting accession or disposition.		•				
Ensure that the <i>Collections Management Policy</i> is adhered to.		•				
Approve the disposition of an object being held temporarily, where the owner cannot be contacted.		•				
Provide the collections manager with information required to accession, deaccession or dispose of an object.			•			
Process objects in a timely manner.				•		
Establish standards and procedures for objects that are held temporarily.				•		
Create and maintain records on objects, decisions and transactions.				•		
Safeguard and track objects in accordance with professional standards.				•		
Contact owners to return objects held in temporary custody.			•	•		
Assign responsibility for health and safety to prevent and reduce risks to individual health, collections and the overall environment.		•				
Ensure that legislated requirements are met regarding the safe storage, handling and display of firearms and other weaponry.		•				

	ADM	Exec. Dir.	Curator, Archivist	Coll. Mgr.	Conser- vator	Other
Ensure that the <i>Collections Management Policy</i> and all health and safety policies are adhered to.		•				
Ensure that inspections are conducted and appropriate remedial actions are taken in a timely manner.		•				
Acquire and approve access to hazardous material.			•			
Inform staff of hazardous materials in their work area.			•			
Undertake periodic training or re-training in health and safety procedures.			•			•
Conduct inspections and take remedial action.				•		
Dispose of hazardous materials in the collections				•		
Select objects and exhibit construction materials to ensure the preservation of objects on display, and staff and visitor safety.					•	•
Dispose of hazardous materials used in conservation labs.					•	
Ensure that displays are safe for visitors.						•
Select objects and exhibit construction materials to ensure the preservation of objects on display and visitor safety.						•
Ensure that hazardous materials are packed, shipped and transported in compliance with applicable laws.						•
Maintain awareness of and adherence to health and safety policies and procedures.						•
Destructive and Consumptive Analysis						
Assign responsibility for overseeing sampling within the collecting unit or by external researchers, and ensuring compliance with all legal, ethical and professional requirements.		•				
Provide policy guidance and budget support to sampling activities		•				
Ensure that the <i>Collections Management Policy</i> is adhered to.		•				
Approve requests for destructive and consumptive sampling.			•			
Approve the choice of specimens and their use.			•			
Recommend requests for consumptive sampling.			•			
Provide and ensure use of the facility's credit line by external researchers.			•			
Request copies of the publication in which the sample is referenced.			•			
Prepare letter regarding the movement of palaeontological and archaeological objects outside of Alberta.			•			
Create and maintain records on objects, decisions and transactions.				•		
Maintain systems to ensure the preservation and accessibility of collections information.					•	
ACCESS						
Approve the times, terms and conditions for public access to the collections.		•				

	<i>ADM</i>	<i>Exec. Dir.</i>	<i>Curator, Archivist</i>	<i>Coll. Mgr.</i>	<i>Conser- vator</i>	<i>Other</i>
Assign responsibility to control, monitor, and document and provide access to physical collections and collections information.		•				
Ensure that policies, criteria, and procedures are established for permitting responsible access to objects and collections information.		•				
Handle potentially controversial or sensitive situations, such as visits by the media.		•				
Ensure that the <i>Collections Management Policy</i> is adhered to.		•				
Approve visitor access to collection areas.			•			
Accompany visitors, if required.			•			
Familiarize visitors with basic collections handling techniques.				•		
Familiarize visitors with more advanced collections handling techniques.					•	
Prevent unauthorized access.						•
Supervise emergency personnel, contractors and other individuals requiring access when collections staff are not present.						•
Conduct background checks on volunteers, visitors and staff who have access to high security areas or who work alone with the collections.						•

APPENDIX 4: POLICY ON THE DISPOSITION OF COMMUNITY-BASED COLLECTIONS AND OBJECTS

1. Overview

This policy addresses the disposition of materials owned by community-based, not-for-profit heritage facilities in Alberta.

These institutions have a large number and diversity of collections primarily representing local histories. Objects are acquired with the intention of holding them permanently. Because they are held in the public trust, there is a strong reluctance to remove them from the collections. However, there are circumstances when removing objects may be appropriate and even necessary.

Deaccession and disposition are an essential part of collections management. *Deaccession* refers to the permanent removal of an object from a collection because of poor condition, inconsistency with the facility's mandate or other factors. Once an object has been deaccessioned, it is physically disposed of (*disposition*) by donation, transfer, destruction or other means.

Removing an object from a collection requires careful consideration. Such decisions should be part of a collecting plan that are based on the object's significance and legal status, as well as consideration of any potential erosion of public trust. Once the decision is made, staff should comply with the professional and ethical standards established by organizations such as the International Council of Museums and the Canadian Museums Association.

2. Purpose of the Policy

This policy supports the responsible disposition of heritage objects by community facilities, whether in the course of routine collections management or cessation of facility operations. It encourages institutions to take reasonable measures to ensure that appropriate objects remain in the public domain in Alberta and Canada. It also encourages facilities to direct any revenue accruing from the proceeds of sales of deaccessioned objects to improving their collections.

3. Applicability

Community-based not-for-profit museums, historic sites and archives in Alberta are encouraged to abide by this policy, which reflects internationally-accepted museological and archival practice. Compliance is voluntary.

4. Disposition Guidelines

1. When a deaccessioned object is considered for disposition, it should first be offered at no cost to other appropriate Alberta public non-for-profit or government heritage institutions.
2. In the event that more than one institution wishes to acquire the object(s) being offered for deaccession, the custodial institution deaccessioning the material should decide which candidate will be the recipient.

3. If no appropriate Alberta institution is prepared to accept custodial responsibility, it should be offered to other public non-for-profit or government custodial institutions in Canada.
4. If no Canadian institution is prepared to accept the object, it may be disposed of by sale or other means deemed appropriate by the custodial institution.
5. When a deaccessioned object is sold, the proceeds should only be used to acquire objects that enhance the institution's remaining collections (i.e., purchasing new objects or caring for the collections).

5. Disposition to the Crown

The Government of Alberta has limited capacity to acquire new collections. Institutions intending to donate collections to the provincial government should first contact the Heritage Division to make their intentions known.

Donations of heritage objects are guided by the Heritage Division's *Collections Management Policy*, which sets out the conditions and criteria for accepting objects into the collections. This includes, for example, the requirement to accept only those objects that are suitable for inclusion and that can be properly cared for.