

**Museum Information**

|                                |                                |                         |
|--------------------------------|--------------------------------|-------------------------|
| Museum Name                    |                                | Year of Assessment<br>" |
| Mailing Address                |                                |                         |
| Telephone No. (April–November) | Telephone No. (December–March) | Fax No.                 |
| Website (URL)                  |                                | Museum Curator          |

**Contact Information**

|              |               |       |
|--------------|---------------|-------|
| Contact Name | Contact Title | Email |
|--------------|---------------|-------|

**Important Information**

There is considerable overlap between the intent and direction of the Exhibit Standard and the Collections Standard, such that the creation of good exhibits will rely on excellent collections management. The one key element that is required under the Exhibit Standard is the museum's ability to rely on its collections in order to create excellent exhibits.

When referring to a specific section of a policy document for the questions below, please provide a copy of the document, and identify the page number and paragraph number of the requested statement. Please provide the most up-to-date version of the document (signed and dated by the governing body of the museum e.g. Board of Directors) and please indicate when it was last updated.

Contact your Heritage and Museum Advisor if you require clarification.

Typed submissions are preferred.

**Materials to Attach**

- A) Please provide a copy of the museum's Exhibition Policy statement that ensures that the themes and number of exhibits are consistent with the museum's statement of purpose, and the needs and interests of the communities it serves.
- B) Please provide a copy of the museum's Exhibition Policy statement that will demonstrate its commitment to accuracy and objectivity in exhibition presentation.
- C) Please provide a copy of the museum's Exhibition Policy which indicates that the museum will meet the Conservation Standard in its exhibition design, materials and use of artefacts.
- D) Please provide a copy of the museum's schedule of temporary and permanent exhibits and show how they connect to the museum's statement of purpose. For living history sites that do not display temporary exhibits, please identify seasonal and other changes to permanent exhibits (e.g., harvest festival).
- E) For a current exhibit, please identify its objective, its target audience, and provide a brief description of the methods used to evaluate this exhibit and its finding.
- F) Please provide a copy of the museum's training plan for those involved in all aspects of the exhibition: planning, preparation and installation. This may be a generic plan covering other examples of museum practice or stand-alone for exhibition purposes.
- G) Please provide a copy of the museum's policy statement that ensures that its exhibits have adequate support, are secure and have barriers to protect visitors and staff against heavy objects or moving parts that could cause injury.
- H) Please provide a copy of the museum's accessibility plan. In the event such a plan is not available, please provide a copy of the museum's accessibility policy or a statement indicating when an accessibility plan will be developed.
- I) Please provide the policy statement that indicates what portion of the museum's budget will be allocated annually to exhibition design, development, construction, maintenance and evaluation expenses.
- J) Provide a floor plan indicating the designated workshop area(s) for exhibition preparation activities (on or off site) OR provide a description of how such activities are kept separated from the museum's collection (display and storage) areas.

**Please send completed form to:** Culture Programs Unit  
 Programs and Services Branch  
 Ministry of Tourism and Culture  
 401 Bay Street, 17<sup>th</sup> Floor  
 Toronto ON M7A 0A7