

| Museum Information | | |
|--------------------------------|--------------------------------|--------------------|
| Museum Name | | Year of Assessment |
| 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 |
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There is considerable overlap between the intent and direction of the Conservation Standard and the Collections Standard, such that conservation requires a rigorous collections management policy. Key elements that are required under the Conservation Standard is a staff training policy with regards to modern conservation methods, and the use of professional conservators where required for the preservation of important collections.

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. Answer both questions, providing explanations if necessary. Record answers on a separate sheet and attach them to this form.

Typed submissions are preferred.

| Materials to Attach |
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- 1) Please provide a copy of the museum's conservation policy statement which acknowledges the museum's stewardship of its collection.
- 2) Please provide the museum's policy statement committing the museum to support preventative conservation and only use conservation treatment when appropriate.
- 3) Please list the factors the museum will consider in deciding if a conservation treatment is appropriate.
- 4) Please provide a policy statement indicating the museum will be guided by qualified experts when making decisions around the level of treatment.
- 5) Please provide the museum's policy statement indicating that responsibility for collections will be delegated to appropriately trained staff.
- 6) Please provide a copy of the museum's training schedule for staff as it relates to conservation. Note– A chart is acceptable.
- 7) Please provide the policy statement explaining that the museum will use a condition report as the primary tool for making conservation decisions.
- 8) Please provide the location of the museum's artifact storage area. A small map or floor plan is recommended.
- 9) 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.
- 10) Please provide the housekeeping schedule (by properly trained house keepers) which covers the storage area. A chart is acceptable.
- 11) Please provide a copy of the museums labelling protocol/procedure.
- 12) Please provide the artifact inspection schedule for the exhibits.

- 13) Please provide a copy of the policy commitment by the museum to undertake a periodic risk assessment and mediation (if need be) to address water damage, theft, vandalism and artifact access. If the policy is incomplete, please provide an indication of when one will be available.
 - 14) Please provide a set of standard procedures the museum would use to address a major emergency or disaster (major flood, fire etc). If such a set of procedures is not currently available, please indicate when such a set will be available.
 - 15) Please provide three months of readings of relative humidity and temperature (twice daily) and spot checks for lux levels in the exhibits. Note– If exhibits have not changed, only a few readings are necessary.
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Please send completed form to: Culture Programs Unit
Programs and Services Branch
Ministry of Tourism and Culture
401 Bay Street, 17th Floor
Toronto ON M7A 0A7