

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
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Important Information

There is considerable overlap between the intent and direction of the Collections Standard and the Exhibit Standard, such that a rigorous collections management strategy will support vibrant, community-friendly exhibits. The one key element that is required under the Collections Standard is the museum's use of a collections management policy to plan and manage its 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.

Typed submissions are preferred.

Collections Standard Assessment

Purpose of Assessment: To demonstrate sound collection management practices on the part of the museum.

1. Collection Development Policy

- A) Submit a copy of the museum's Collection Development Policy. If this subject is part of another policy, submit that policy and indicate the section(s) where collection development is covered. Highlight, underline or otherwise mark the relevant section(s) on the policy document.
- B) Describe, in one page or less, how decisions are made about whether to accept or reject a donor's offer of an artifact to your museum.
- What steps are taken?
 - What role is played by the curator, the Acquisitions Committee, the board?
 - What forms are used?
 - How is this procedure supported by the museum's collection development policy?

2. Collections Management Policy

- A) Submit a copy of the museum's Collections Management Policy. If this subject is part of another policy, submit that policy and indicate the section(s) where collections management is covered. Highlight, underline or otherwise mark the relevant section(s) on the policy document.

Your collections Management Policy will be examined for the following:

- Acquisition
- Collections records management
- Artifact Use
- Conservation standards in labelling and handling
- Deaccessioning
- Research collection vs. education collection
- Loans
- Legal issues

- B) Describe, in one page or less, the museum's procedures for deaccessioning material. Please specify:

- What criteria are used?
- What records are kept?
- What level of approval is needed?
- Who is responsible for these steps?
- What methods of disposal are acceptable?
- How this procedure is supported by the museum's Collections Management Policy?

3. Registrar's Duties

- A) Submit the job title of the person who does the work of the registrar in your Museum.
- B) Describe the training this person has received in order to do this work.
- C) Describe the ways in which the museum supports this work under these headings:
 - Provision of training
 - Provision of suitable workspace
 - Provision of time
 - Provision of a budget

4. Collections Documentation

- A) Describe, in one page or less, your collection documentation system, including:
 - The numbering system
 - The classification system
 - The forms used (e.g. accession register, master catalogue file, donor form, outgoing loan form, incoming loan form, condition report form, etc.)
 - If applicable, collections management software (program and version)
- B) Submit a brief report (no more than one page) on collection documentation:
 - The number of objects accessioned
 - The number of objects catalogued
 - The number of condition reports written
 - The number of loans processed
 - The number of volunteers trained in documentation techniques
 - If applicable, documentation work related to large donations or temporary exhibitions
 - **If desired**, submit completed examples of collection records from the year 2010 to support the report

5. Protection of Collection Records

- A) Describe how often collection records are copied (or backed up) and where the copy is stored. If the museum does not keep a periodically updated paper or electronic copy of the collection records off-site in a secure location, describe what alternate efforts are made to safeguard the records.

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