

Department Policy & Procedure

Subject:		Policy Number:	219112V2
NEW WESTMINSTER MUSEUM AND ARCHIVES DEED OF GIFT POLICY		Effective Date:	February 25, 2013
		Supersedes Date:	
Department:	Parks, Culture & Recreation		File No. 219112V2
Approved:	<input checked="" type="checkbox"/> City Council	<input checked="" type="checkbox"/> Parks & Recreation Committee	<input checked="" type="checkbox"/> Department Administration

PURPOSE

The purpose of the *Deed of Gift Policy* is to outline the process, procedure and form used to receive gifts of Heritage Material(s) to the City of New Westminster Museum and Archives.

DEFINITIONS

Accession – means the formal and legal acquisition of original Heritage Material(s) to the New Westminster Museum and Archives Collection whereby the artifact is assigned a catalogue number and is described, photographed and/or otherwise documented.

City – means the Corporation of the City of New Westminster.

Collection – means all Accessioned and other Heritage Materials owned by the City. Borrowed or un-accessioned Heritage Materials will be preserved, displayed, secured and researchable to the same standard as Accessioned Heritage Materials.

Deed of Gift Form – means the form attached as Attachment “A” to this policy.

Disposition – means the permanent removal of Heritage Materials from the Collection by means of sales, trade, destruction, return to donor or transfer per the Deaccession Policy. Heritage Material(s) are considered for disposition if they are badly damaged, are duplicated in the collection, do not meet the Collection Policy criteria or have deteriorated beyond repair.

Heritage Materials – means any photographs, documents, maps, periodical, newspaper, artifact, recording, art or any other object or literature (in any medium or state) that is of Period of Significance as set out in this Policy. Heritage Materials are subject to related City policies, bylaws and Freedom of Information legislation.

Manager – means the Manager of the New Westminster Museum and Archives.

New Westminster Museum and Archives – means operations by the City to:

- a. acquire, document, preserve and make available Heritage Materials for public display, research and education; and
- b. operate a museum, archives and the 1865 Irving House, Samson V Maritime Museum, Police Museum and City Hall Canons; **but**
- c. does not include the City’s Library Services Archives or Teaching Collection.

Teaching Collection – means un-accessioned City Heritage Materials designated and made available for ‘hands-on’ educational purposes. The Teaching Collection is subject to damage, destruction, loss, etc. and the Manager is authorized to dispose of Teaching Collection Heritage Materials without further permission.

AUTHORIZATION

Approval of the Deed of Gift Policy will be provided by City Council based on a recommendation from the Parks and Recreation Committee.

IMPLEMENTATION

New Westminster Museum and Archives staff will use the Deed of Gift Policy and Form as stipulated in the New Westminster Museum and Archives Collection Policy.

DEED OF GIFT AGREEMENT FORM

The New Westminster Museum and Archives will use the Deed of Gift Agreement form, see Attachment “A”, to ensure that the donor:

1. has the right to gift Heritage Material(s);
2. understands and agrees that gifting Heritage Material(s) permanently transfers ownership of Heritage Material(s) to the City;
3. understands and accepts that gifting Heritage Material(s) to the City also includes transfer to the City all copyrights, reproduction rights and intellectual rights attached to the Heritage Material(s) and the extinguishment moral rights;
4. is aware that the City may make Heritage Material(s), and associated information, available for public, without restriction, for display, education, research and other purposes;
5. is aware that gifts may not be accepted if the artifact is inconsistent with the New Westminster Museum and Archives Collection Policy;
6. understands and agrees that the City may dispose of gifted Heritage Material(s) pursuant to the New Westminster Museum and Archives Disposition Policy or otherwise;
7. is aware that personal information associating the donor with the gifted Heritage Material(s) or contained within the Heritage Material(s) may be publicized;
8. understands if gifts of Heritage Material(s) will be restricted to the Teaching Collection

New Westminster Museum and Archives staff will not agree, on behalf of the City, to any alterations of the Deed of Gift Form or the addition of any terms or conditions associated with the acceptance with the acceptance of a gift. If prospective donors have concerns regarding their donation, they should be addressed to the Manager’s attention.

ATTACHMENT "A"
DEED OF GIFT FORM

Deed of Gift Form

New Westminster Museum and Archives

This *Deed of Gift Form* records the permanent transfer of ownership of Heritage Material(s) from a donor to the City New Westminster (New Westminster Museum and Archives).

Date of Donation: _____ Accession #: _____

Part A: Donor Contact Information

Legal Name :	Phone:
Incorporation Number (if applicable):	Email:
Address:	Secondary Contact Information:

Part B: Description of Gifted Heritage Material(s)

	Description of Gift
1	
2	
3	
4	
5	
6	
7	

Additional forms or sheets of paper will be attached, as needed, to itemize additional heritage materials gifted. Further, supporting gifting documentation will be accepted in any medium and identified in the above table.

