

Department Policy & Procedure

Subject:		Policy Number:	228755V2
NEW WESTMINSTER MUSEUM AND ARCHIVES COLLECTION POLICY		Effective Date:	February 25, 2013
		Supersedes Date:	
Department:	Parks, Culture & Recreation		File No. 228755V2
Approved:	<input checked="" type="checkbox"/> City Council	<input checked="" type="checkbox"/> Parks & Recreation Committee	<input checked="" type="checkbox"/> Department Administration

PURPOSE

The New Westminster Museum and Archives Collection Policy outlines the mission, purpose and period of significance of heritage materials of the New Westminster Museum and Archives and its collection.

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.

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 Cannons; **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 empowered to dispose of Teaching Collection Heritage Materials without further permission.

AUTHORIZATION

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

MISSION & PURPOSE

The mission and purpose of the New Westminster Museum and Archives is to:

- a. research and record the history of the City;
- b. educate residents and visitors about the City’s history;
- c. acquire, collect, preserve, secure and display Heritage Materials; and
- d. be the repository for the City’s Heritage Materials.

PERIOD OF SIGNIFICANCE

The period of significance means the specified time periods and corresponding subjects for Heritage Materials collected for the following City operations:

- I. New Westminster Museum and Archives – 1858 to current year: events, residents, businesses, development, geology (pre and post 1865), pre-1858 settlement and evolution of the City.
- II. 1865 Irving House – 1865 to 1915: Irving House, the Irving & Briggs families and Victorian Life. Existing Heritage Materials displayed in Irving House not meeting the Period of Significance will be, over time and within existing resources, appropriately replaced.
- III. New Westminster Police Museum – 1873 to current year: New Westminster Police Services.
- IV. Samson V Museum – 1884 to 1980: Samson V and related marine Heritage Materials. Existing Heritage Materials displayed on the Samson V not meeting the Period of Significance will be, over time and within existing resources, appropriately replaced.
- V. Partnerships with Other Institutions – all time: Period of Significance will be determined by partner museum (i.e. Canadian Lacrosse Hall of Fame, The Royal Westminster Regiment Museum, etc.).
- VI. Temporary Exhibits of Six Months or Less – all time: Heritage Materials from the Collection, borrowed or rented that are related to City of New Westminster and its geographical area are not required to fully meet the associated Period of Significance.

ACQUISITION

Staff of the New Westminster Museum and Archives may acknowledge receipt of any Heritage Materials donated to the City using the Deed of Gift Form set out in the Deed of Gift Policy.

Staff of the New Westminster Museum and Archives may refuse receipt of Heritage Materials offered for donation having regard to Collection needs, Period of Significance criteria, storage limitations, the condition and maintenance requirements of the Heritage Materials and its value and uniqueness.

The Manager may acknowledge receipt of an item other than Heritage Materials by Deed of Gift Form set out in the Deed of Gift Policy if the manager considers the item to further the purpose of the New Westminster Museum and Archives.

The Manager may acquire appropriate Heritage Materials on behalf of the City within budgeted resources.

The City Records and Retention Policy and/or bylaw will guide the transfer of City records into the New Westminster Museum and Archives.

ACCESSION

Only Heritage Materials as defined by this policy or artifacts approved by the Manager shall be accessioned into the New Westminster Museum and Archives.

DEACCESSION

Disposition of Heritage Materials in the Collection are subject to the Deaccession Policy.

COLLECTION ACCESS

To further the mission and purpose of the New Westminster Museum and Archives, parts of the Collection will be made available to the public, in a combination of media that include:

- a. Exhibits or displays of Heritage Materials in or on City property;
- b. Exhibits or displays of Heritage Materials in non-City facilities;
- c. Lessons and registered programs;
- d. School programs and tours;
- e. Organized and on request tours of the New Westminster Museum and Archives and its subsidiary operations;
- f. Online websites; and
- g. Partnerships with other museums or archives.

Museum and Archive staff and volunteers may limit or regulate access to the Collection due to: space limitations, condition of Heritage Materials, protected personal information, budget limitations and security concerns and shall make such decisions with regard to industry standards and internal policy, procedure and guidelines.

LAW

The operation of the New Westminster Museum and Archives is subject to provincial, federal and international laws that govern the acquisition of Heritage Material(s).

LOANS

The Manager may recommend that the City enter into an agreement with a museum or archive for the borrowing or lending of an artifact or artifacts and as part of that recommendation may propose the term of the loan, and other conditions regarding transport, insurance, security, handling, method of display, liability of damage or loss, and use of artifact.

Approval for long-term loans (i.e. 6+ months) is provided by the Parks, Culture and Recreation Department Director. Approval for short-term loans (i.e. under 6 months) is provided by the Manager.