

The Greater Sudbury Heritage Museums is charged with the responsibility of collecting, preserving, researching, interpreting and exhibiting a historically significant collection of artifacts, which will contribute to an understanding of past human behaviour, customs, activities, episodes, institutions and personalities of the City of Greater Sudbury as a whole.

The Greater Sudbury Heritage Museums recognizes that the museums' buildings and grounds must provide a safe and functional environment for visitors, staff, the collection and associated activities. The achievement of this objective will be balanced with the need to preserve the integrity of heritage buildings as artifacts themselves.

1. The Greater Sudbury Heritage Museums will ensure that the design and layout of the museums' buildings and grounds:
  - a) Accommodate the physical and functional needs of its users, staff, collections and activities;
  - b) Are appropriate to the museum's statement of purpose, and to its community role and image.
2. The Greater Sudbury Heritage Museums will ensure that the museum meets its obligation to federal, provincial and municipal requirements that apply to physical safety of staff, visitors and property.
3. The Greater Sudbury Heritage Museums will ensure that each of its buildings meets environmental norms appropriate to its functions.
4. The Greater Sudbury Heritage Museums will ensure the security of its users, staff, collections and information by:
  - a) Identifying potential threats (for example, personal threat, fire, water or vandalism);
  - b) Taking steps to minimize the level of individual risks (e.g. by installing sufficient security lighting);
  - c) Developing written procedures to respond to threats, emergencies and disasters;
  - d) Training staff (including volunteers) to implement emergency and disaster response procedures;
  - e) Establishing a system of periodic testing and assessment of the effectiveness of emergency procedures;
  - f) Ensuring that any preventive or security systems installed are assessed for their potential impact on collections and the museum's character and functions.
5. The Greater Sudbury Heritage Museums will ensure that it has a written maintenance manual that sets out how it will:
  - a) Conduct regularly scheduled inspections and maintenance of its buildings and grounds;
  - b) Set priorities and schedules for ongoing repairs and capital upgrades;
  - c) Ensure that health and safety codes are met in the maintenance and repair of the physical plant;
  - d) Conduct daily, weekly and monthly housekeeping routines.

- 
6. The Greater Sudbury Heritage Museums will ensure the museum strives to be environmentally responsible in its use of energy and materials, including the handling, storage and disposal of hazardous materials.
  7. The Greater Sudbury Heritage Museums will ensure that if future locations in a heritage building, on a historic site, or on grounds containing an archaeological site maintains the historical integrity of these resources in its use, maintenance, repair and modification, and follows conservation standards and procedures.
  8. The Greater Sudbury Heritage Museums will ensure that museum buildings that are open on a seasonal basis -- and in which artifacts are located - are monitored for temperature and humidity, and measures are taken to decrease the risk of environmental damage during the off-season.