

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 artifacts in the Greater Sudbury Heritage Museums' collections are a tangible representation of the community's heritage and in order to retain their informational and historical value, they must be properly cared for and documented. The Greater Sudbury Heritage Museums will demonstrate stewardship and facilitate access to collections to the information they hold by maintaining well organized, managed and documented collections.

The mission of the Greater Sudbury Heritage Museums indicates that the origins of the present City of Greater Sudbury as a whole may be traced back to the final quarter of the nineteenth century. It is therefore the mandate of the museums to collect items from the 1875 period to the present. Further, the mission statement indicates that the museums are committed to collections pertaining to the history of the pre-existing communities and rural township areas, which now lay within the present-day geographical and political boundaries of the City of Greater Sudbury.

The Greater Sudbury Heritage Museums may, from time to time, accept items on loan for temporary exhibition with specified time lengths. The statement of purpose specifies that items, with the exception of items on loan, which are collected by the museums, must be of significance to the history of the City of Greater Sudbury.

The statement of purpose of the Greater Sudbury Heritage Museums specifically recognizes the history of the various museum sites. It is an important commitment to retain the original character and community recognition of the sites.

The Greater Sudbury Heritage Museums Advisory Board shall ...

1. ensure that the scope of the collections are consistent with the museums' statement of purpose.
2. advise on priorities for collection development. These priorities shall be reviewed annually by, but are not limited to the following criteria:
  - a) suitability of the collection to fulfill the mandate of the museums.
  - b) suitability of the collection for exhibit and the needs of the artifacts.
  - c) relevance of the collection to the community.
  - d) ability of the museums to properly care for the collection.
  - e) responsibility of the museums to the community of the City of Greater Sudbury.

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3. demonstrate its stewardship by ensuring that:
- a) ethical behaviour as established by the standards of the Province of Ontario in collection development (e.g. repatriation, human remains) is practised.
  - b) the museums meet municipal, provincial and federal legislative requirements that have an impact on collecting activities (e.g. illicit materials) and on collection management and documentation (e.g. firearms, hazardous materials)
  - c) appropriate procedures and documentation for the acquisition, use and deaccessioning of artifacts in the collection are followed.
  - d) appropriate procedures and documentation for incoming and outgoing loans are followed.
  - e) appropriate procedures for the management of collection records are followed.
  - f) there is a commitment to conservation standards in the labelling, care and handling of artifacts.
  - g) a distinction is established between artifacts in a research (or study) collection, artifacts for public exhibit and artifacts in an education (or hands-on) collection.
  - i) the museums assign the duties of a registrar to an appropriately trained staff member and provide adequate time and workspace for collection management activities.
  - j) the museums use an effective collection documentation system, which may be paper-based, electronic, or a combination of both. The system will include a standardized numbering system, an accession register, a master catalogue file, and signed donor and loan forms.
  - k) the museums keep updated paper or electronic copies of the collection records off-site in a secure location.
  - l) the museums collections are current.
  - m) in the event of the dissolution of the museums, its assets shall be placed in the trust of the General Manager of Citizen and Leisure Services of the City of Greater Sudbury for dispersal to another museum or appropriate institution.

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**1. Purchases and Donations**

- 1.1 All potential items to be acquired must be brought to the attention of the Curator.
- 1.2 The Curator shall examine all potential acquisitions in light of the Greater Sudbury Heritage Museums' statement of purpose and the item's relationship to the statement of purpose.
- 1.3 The Curator shall examine all potential acquisitions for documentation of its history and legal ownership.
- 1.4 The Manager of Library and Heritage Resources may purchase artifacts for the collections provided that the items fall within the approved budgeted amounts for acquisitions, fit the criteria of the collection policy as well as Purchasing By-Law 200 of the City of Greater Sudbury.
- 1.5 In situations deemed critical, the Manager of Library and Heritage Resources will consult with the Collections Committee. Critical issues include sensitive matters such as questions of ownership, cultural sensitivity, or issues which may have a negative impact on the museums within the community.
- 1.6 The Collections Committee shall consist of a member of the Greater Sudbury Heritage Museums Advisory Board, the Curator and a representative from the City of Greater Sudbury's Citizen Services Division; as well as when deemed necessary, members of the community at large, who have knowledge of the item or items of the type under consideration.
- 1.7 The Curator shall examine all potential acquisitions for physical condition and the museums' ability to preserve the physical condition. Artifacts, which are in a deteriorating condition and cannot fill any useful purpose in the museums will not be acquired. Artifacts must be acceptable on the basis of significance to the community, condition, authenticity and provenance.
- 1.8 Objects collected should be documented. Such documents shall include:
  - a) circumstances surrounding the object's discovery and acquisition (i.e. where, when, why and by whom)
  - b) information about the original owner and manufacturer
  - c) information about the object's original use
  - d) a chronological history of the object
  - e) any other pertinent facts.
- 1.10 The Greater Sudbury Heritage Museums, may from time to time, accept items with incomplete documentation of history, provided that the item contributes to the clearer interpretation of an event, individual or any item of historical significance to the community.
- 1.11 The Greater Sudbury Museums shall only accept items with documentation of legal ownership.
- 1.12 The Greater Sudbury Museums may determine when and how acquired items are retained or exhibited.
- 1.13 Donations are deemed to be unconditional gifts and become the property of the Greater Sudbury Heritage Museums.

**2. Records Management**

- 2.1 Each item acquired shall be recorded according to the standard procedures established by the Province of Ontario for Community Museums.
- 2.2 All acquisitions involving transfer of ownership or responsibility must be accompanied by a legal document.
- 2.3 Artifacts offered by a prospective donor in an unethical manner will not be accepted. This includes, but is not limited to, the unlicensed removal of objects from historic or archaeological sites as prohibited by the Ontario Heritage Act, 1974; illegally imported objects; and other objects of questionable provenance.
- 2.4 Acquisitions obtained by purchase must be accompanied by a bill of sale, which includes the seller's name, address and telephone number, and a description of the purchased item.
- 2.5 A signed Donation Form must accompany all items acquired by donation.  
(Sample - See Appendix A)
- 2.6 A Item Conditions Report is to be completed upon acquisition of new artifacts.  
(Sample - See Appendix A)
- 2.7 The Greater Sudbury Heritage Museums will not provide appraisals for tax purposes. An appraisal must be completed at the donor's expense.
- 2.8 Items acquired by loan must be accompanied by a signed Loan Agreement.  
(Sample - See Appendix A)
- 2.9 A signed Photograph Donation / Reproduction Agreement form must accompany all photographs acquired. (Sample - See Appendix A)
- 2.10 Duplicates of items already in the collection may be acquired from time to time for the following reasons:
  - a) to improve the quality of the items on the collection
  - b) to facilitate comparison and research
  - c) to facilitate education outreach programs.
- 2.11 All items acquired, whether purchased, donated or loaned must be entered into the accessions register.
- 2.12 All items acquired, whether purchased, donated or loaned must be itemized and entered into the master catalogue file.

- 2.13 All items acquired, whether purchased, donated or loaned must be issued an artifact registration number corresponding with register and files identified in 2.9 and 2.10. This number must be physically attached to the item.
- 2.14 All items will be assessed and a conditions report shall be issued, which will form a permanent history of the item on its catalogue record in the master file.
- 2.15 A duplicate of the above files will be produced and stored in a separate location.
- 2.16 Museum staff will, on a regular basis, schedule time to update and maintain these records.
- 2.17 The Museums' Space Allocation Policy will provide adequate workspace for the purpose of registering and cataloguing the collections.
- 2.18 Museum staff will be trained to use and maintain collection records.

**3. Deaccessioning / Disposal**

- 3.1 The museums may, from time to time, dispose of items in its collections.
- 3.2 Items may be disposed of only for the following reasons:
  - a) failure of an artifact to meet the criteria of the Collection's Management Policy
  - b) accidental loss or destruction of the artifact. If an artifact is in total disrepair, a professional conservator should be consulted to determine whether the artifact should be destroyed, and if so, how to do so safely and ethically
  - c) return of items on temporary loan
  - d) sale to another museum or similar institution
  - e) trade or exchange to another museum or similar institution
  - f) gift to another museum or similar institution.
- 3.3 The museums, except in the case of temporary loans, shall not acquire items with the intention of disposal.
- 3.4 Staff of the City of Greater Sudbury staff or members of the Greater Sudbury Heritage Museums may not purchase items offered for sale belonging to the museums.
- 3.5 The records of disposed items will be retained permanently.
- 3.6 In the event of loss or accidental destruction, steps will be taken to prevent similar occurrences.
- 3.7 The decision to discard items from the collections may be brought to the attention of the Collections Committee upon the recommendation of the Curator.
- 3.8 Where discarding items from the collections involves a change of ownership, the appropriate steps will be taken.
- 3.9 In the event that the items to be discarded were donations, reasonable effort shall be made to notify the original donors, their heirs or executors. If the donor originally received a tax receipt for the object, he or she should have the first option to buy the artifact.
- 3.10 Where practical, before items are discarded, with the exception of loaned items being returned or items being discarded due to damage, an independent appraisal shall be obtained.
- 3.11 Any funds resulting from the disposal of items from the collection shall be returned to the City of Greater Sudbury.

**4. Loans**

- 4.1 The museums may loan objects off-site for temporary displays or educational purposes. Such locations must offer reasonable security and environmental conditions.
- 4.2 Items offered for loan to the Greater Sudbury Heritage Museums will receive the same care and consideration as the museums' collections.
- 4.3 All items received for loan shall undergo a detailed examination. The examination will include photographs of the item and specify any pre-existing damages to the item. Both the owner of the item and a representative of the museums must sign the Item Condition Report.
- 4.4 Loans to the museums will only be accepted for specific periods of time. Loans may be renewed with the agreement of both parties.
- 4.5 At the end of the loan period, the item shall be returned to the owner or his / her designate.
- 4.6 Upon return of the loaned item, the lender is required to surrender a signed copy of the Loan Agreement.
- 4.7 The owner, or his/her designate must sign a receipt indicating that the item has been received and that is in the same condition as when the Greater Sudbury Heritage Museums received it. Reference will be made to the Item Condition Report signed when the item was accepted for loan.
- 4.8 The Greater Sudbury Heritage Museums may request the removal of a loaned item during the term of a loan, by sending a written request to the lender. Failure of the lender to remove the property within thirty (30) days will constitute authorization for the Museums to return the item to the lender, express, collect or to deliver the item to a warehouse to be stored at the lender's expense.
- 4.9 If the legal ownership of the loaned item should change during the loan period, whether by reason of sale, death, insolvency, gift or otherwise, it is the responsibility of the new owner to notify the Greater Sudbury Heritage Museums in writing, giving full name and address of the new owner and provide proof of ownership.
- 4.10 The Greater Sudbury Heritage Museums assumes no liability for loss or damage due to theft, fire or other calamity. Insurance is the responsibility of the owner.
- 4.11 Acceptance of the loan indicates that the item may be made available to scholars, researchers or other designated parties at the discretion of the Greater Sudbury Heritage Museums, but does not imply that the item listed will be put on display unless specified in the Loan Agreement.
- 4.12 If any terms or conditions of the loan agreement change by mutual agreement, the changes must be made in writing, dated, signed and attached to the original agreement.
- 4.13 In signing the Loan Agreement, the lender certifies that he / she is the legal owner or authorized designate of the owner of the item being lent.
- 4.14 It is specifically understood that all loans are subject to the conditions listed above and that the item on loan may upon mutual agreement, become a gift to the Museums.