



Museum of Health Care at Kingston Standards and Procedures Manual

Collection Standard

The Museum will collect artifacts that reflect the history of health care.

COLLECTION DEVELOPMENT

The acceptability of an artifact for the collection will be determined by the Curator, and, where appropriate, with the assistance of a Collections Committee. Acceptance of large collections or purchases will be approved by the Board.

Municipal, provincial and federal requirements as well as CMA *Ethical Guidelines* relating to collecting activities will be recognized.

Collecting Priorities

An artifact to be acquired must meet the following criteria:

- fall into the geographic, temporal, historical and thematic framework outlined above;
- be in reasonable condition and of acceptable material and size in accordance with the Conservation Policy;
- be documented including provenance, function and chronological history; incompletely documented artifacts may be accepted if they contribute to a clearer understanding of the framework outlined above;
- be of use in the Museum's exhibit, research or interpretive activities;
- duplicate objects may be acquired for use in educational activities.



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COLLECTION DOCUMENTATION

To retain their informational and historical value, acquired artifacts will be appropriately documented, organized and managed, electronically and on paper. Public access to this information will be facilitated through on-line venues such as website, database, and virtual exhibit. Adequate time, workspace and funding will be provided for collection activities.

- Artifacts to be considered for acceptance must be accompanied by a *Temporary Receipt*; those accepted into the collection must be accompanied by a *Transfer of Ownership* form.
- Artifacts will be numbered using a standardized system, documented to an accession sheet and register, and entered into a database by trained professionals.
- A copy of the accession register must be stored in a secure off-site location.
- Receipts for federal income tax purposes will be provided if requested by the donor.

COLLECTION DEACCESSIONS

All deaccessions will be documented by the Curator and will receive Board approval in advance of disposition. Artifacts not meeting the criteria for acceptability may be removed from the collection in the following order of preference:

- exchange with another museum or related facility;
- donation to another museum or related facility;
- return to individual donor or donor's family;
- sale by public auction (*proceeds must go to a care or improvement of collection fund; paid/unpaid staff and Board cannot purchase artifacts*);
- destruction: observed and final disposition recorded.



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COLLECTION LOANS

- The Curator will approve and monitor all incoming and outgoing loans.
- Loans may be approved for the purpose of exhibit, research or interpretive activities.
- Outgoing loan agreements may be made with museums, public institutions and commercial organizations, provided established standards of environmental conditions in transport and display are met.
- Incoming loan agreements may also be from individuals.
- Conditions and terms of loans will be stated on the *Loan Agreement*.
- A condition report will be completed prior to and upon completion of a loan agreement.