

---

The Greater Sudbury Heritage Museums recognize that a community's heritage is part of its identity. As a steward of the community's heritage, the Museums strive to be actively engaged in the community and responsive to its needs. The Greater Sudbury Heritage Museums strives to be accessible and relevant, and draw support from its community.

### **GUIDING PRINCIPLES**

The Greater Sudbury Heritage Museums recognize that it has a responsibility to the community to be the steward of the community's historical collection, and to provide programming which meets the needs and interests of the community and is consistent with the museum's statement of purpose.

The Greater Sudbury Heritage Museums will

- a) Ensure that it performs its role as a steward of the collection by:
  - 1) Reviewing the museums' statement of purpose, policies and procedures governing its operation on a regular basis;
  - 2) Maintaining the collection in conditions guided by the museum standards and best practices of museum community;
  - 3) Ensuring that the statement of purpose and collection is relevant to the community;
  - 4) Ensuring that the museums services and programs are consistent with its statement of purpose.
- b) Ensure that it provides services and programs consistent with its statement of purpose that meet the needs and interests of the community by:
  - 1) Being approachable, and
  - 2) Being proactive.
- c) Endeavour to allow all sectors of the community to participate in the museum's decisions, goals and directions that may affect them or reflect on them by:
  - 1) Promoting the museum's plans, goals and directions;
  - 2) Being responsive to the concerns and suggestions offered by the community;
- d) Include members of the community in museum activities by:
  - 1) Actively promoting the museums activities
  - 2) Maintaining contacts with community groups and organizations who have been partners or expressed interest in becoming partners.
- e) Identify and pursue appropriate community partnerships.

- f) Endeavour to provide equality of access to information about the museum's collections, services and programs through adequate promotion including,
  - 1) The ongoing development of a virtual museum website;
  - 2) Developing a relationship with all forms of the local media;
  - 3) Including a promotions account in the annual budget.
- g) Endeavour to provide equal access to all members of the community, both physically and intellectually, to the Museums' collections, information, services and programs by ensuring that staff are trained to be aware and sympathetic to cultural, physical, and intellectual barriers which would limit participation.
- h) The Museums have regular, posted, and advertised hours, during which it is open to the public, and which meet the needs of the community. A Museums recognize that if it is not open for long periods due to staffing considerations or weather staff will assess the needs of the community and make its services available by appointment and/or outreach activities.
- i) The Museums have a volunteer program to encourage community participation in its activities, which includes:
  - 1) Identification and development of volunteer opportunities;
  - 2) Procedures for recruitment of volunteers;
  - 3) Matching the needs and interests of volunteers to those of the museum;
  - 4) Provision of appropriate training and supervision for volunteers;
  - 5) Provision of a safe and secure working environment for volunteers;
  - 6) Volunteer evaluation;
  - 7) Public and private recognition of volunteers' contributions.