

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

In order to accomplish these goals, the Greater Sudbury Heritage Museums recognize their responsibility to conduct on-going research of the artifacts in the collections in order to give a true and accurate evaluation of the artifact and its role in the history of the community. Further, the Greater Sudbury Heritage Museums recognize that as public institutions they may make the collections available to the public for research.

Therefore, this policy outlines the type of research the Greater Sudbury Heritage Museums will undertake, who will undertake the research and the resources that the museums will use to undertake the research.

The City of Greater Sudbury Citizen Services Department will develop business plans and budgets which will, subject to Council approval, ensure that the appropriate resources required to support research, are identified and include resources allocated in support of research. These resources may include staff time and professional training opportunities.

It is the responsibility of the Manager of Library and Heritage Resources of the Greater Sudbury Heritage Museums, in consultation with City staff and the Greater Sudbury Heritage Museums Board to establish priorities for research of the collections and/or direct all aspects of collection related research. The Manager of Library and Heritage Resources together with the Curator shall ensure that all individuals involved in the research of the collections receive instruction on the handling of artifacts and documents in the collections.

The Greater Sudbury Heritage Museums have a responsibility to the community to exhibit collections which are relevant to the viewer. To this end, research shall be conducted to provide accurate, documented and thorough information for exhibits and programs run by the museums.

Research shall be conducted to provide verification of the accuracy of ideas and facts relating to museum collections. Research shall be conducted to provide information in order to apply education strategies, conservation techniques, visitor surveys, exhibit design techniques, evaluation of exhibits and programming and, administrative public relations and training theories.

Research shall be conducted to expand the information base about the history of the City of Greater Sudbury and the museums' collections, to expand the staff's ability to better maintain the collections and ensure appropriate care of the collections.

Although the museums are public institutions and fully accessible to the public, the Greater Sudbury Heritage Museums also have a responsibility to protect its collections so that they remain valuable resources for study and so that they remain intact for future generations.

The Greater Sudbury Heritage Museums have an ethical responsibility to the community to protect the collections from hazards presented through research. These hazards include, sensitivity to the material revealed during research and physical risks which could damage portions of the collections during research.

The Greater Sudbury Heritage Museums shall demonstrate a willingness and commitment to respond to the public's curiosity regarding its collections. The Greater Sudbury Heritage Museums encourages the public to become more involved in museum affairs, whether through visits, donations or through participation in museum organized activities.

This policy shall be reviewed on a regular basis taking into account changing legislation and the condition of the collections.

1. Responsibility for Research

- 1.1 It is the responsibility of the Manager of Library and Heritage Resources to direct all research originated by the Greater Sudbury Heritage Museums.
- 1.2 Annually, in consultation with the Curator staff and the Greater Sudbury Heritage Museums Board, the Manager of Library and Heritage Resources shall set the priorities for research activities.
- 1.3 The Manager of Library and Heritage Resources, through the Curator shall demonstrate a commitment to accuracy and objectivity in the results of research.
- 1.4 Museum staff will adhere to standards of ethical behaviour in research as established by the Canadian Museums Association (e.g. confidentiality of records, ownership of information)
- 1.5 Museum staff will adhere to municipal, provincial and federal legislative requirements that have an impact on research activities and products (e.g. copyright legislation)
- 1.7 The Curator will ensure that researchers who have access to the collections receive training in handling artifacts.

2. Reasons for Research

- 2.1 Annually, the Manager of Library and Heritage Resources shall in consultation with the Curator and the Greater Sudbury Heritage Museums Board, identify portions of the collections requiring research.
- 2.2 The Manager of Library and Heritage Resources in consultation with the Curator shall ensure that the scope of research is consistent with the Greater Sudbury Heritage Museums' mission statement and reflects the needs of the community, the City of Greater Sudbury, the individual sites, the collections and the museums' public programs.
- 2.3 Research shall be conducted to provide accurate, documented and thorough information for museum exhibits and programs. Research shall be conducted to provide verification of the accuracy of ideas and facts and to produce original studies in a field or subject area.
- 2.4 Research shall be conducted to provide information in order to apply education strategies, conservation techniques, visitor surveys, exhibit design techniques, evaluation of exhibits and programming, administrative, public relations and training theories.
- 2.5 Research shall be conducted to expand the information base of the museums about the City of Greater Sudbury as a whole and the museums' collections.
- 2.6 Research shall be conducted to expand the museums as well as to enhance the staff's ability to better maintain the collections (i.e. care of the collections)
- 2.7 The museums' staff shall, from time to time and as resources allow, prepare research from the collections for publications.
- 2.8 Copyright in all publications prepared as part of the museum research program will remain with the City of Greater Sudbury or its successors.

GREATER SUDBURY HERITAGE MUSEUMS RESEARCH PROCEDURE

3. Responsibility to the Community

- 3.1 The Greater Sudbury Heritage Museums have a responsibility to deal with information revealed during research, in a sensitive and ethical manner and in accordance the Municipal Freedom of Information and Protection of Privacy Act.
- 3.2 Written permission will be obtained before making information gathered through private interviews available to the public.
- 3.3. The Greater Sudbury Heritage Museums have a responsibility to protect any document or artifact in its collections from harm through access for research.
- 3.4 Information gathered under the authority of the Greater Sudbury Heritage Museums becomes the property of the City of Greater Sudbury or its successors.
- 3.5 Copyright of published research produced as part of the Museum Research Program remain with the City of Greater Sudbury or its successors.

4. Access and Control

- 4.1 The Greater Sudbury Heritage Museums are public institutions and are fully accessible to the public during approved hours of operation. Access to certain portions of the collections may be restricted or limited.
- 4.2 Conditions to accessibility may be imposed for the following reasons:
 - a) fragility
 - b) legal requirements
 - c) lack of proper or incomplete information
 - d) prior in-house use for specific research publishing projects.
- 4.3 Museum staff shall establish and maintain areas in the museums to house material designated for restricted access.
- 4.4 Museum staff shall assess all applications and credentials of the parties requesting access to the restricted collections.
- 4.5 Information obtained from the collections must be credited in any and all publications as coming from the Museums' collections.
- 4.6 Museums staff shall reproduce or arrange to have reproduced photographic material in the Greater Sudbury Heritage Museums' collections, which has been requested for reproduction and for which appropriate legal releases are available. Reproduced photographic material may only be obtained if the original donor has signed release forms.

5. Response to Public Inquiries

- 5.1 The Curator, in conjunction with the Manager of Library and Heritage Resources shall schedule time for research as part of the normal function of the museums.
- 5.2 The Curator, in conjunction with the Manager of Library and Heritage Resources shall assess requests for research from the public and determine if the request may be completed in a reasonable time frame.
- 5.3 The Curator, in conjunction with the Manager of Library and Heritage Resources may direct the individual making the request to the section(s) of the collections where the required information may be found.
- 5.4 The Curator, in conjunction with the Manager of Library and Heritage Resources shall oversee researchers having access to restricted material, documenting the condition of the material before and after use. The documentation shall conform to the Item Condition Report format.