

DIRECTIVE



qathet Museum & Archives Society
4798 Marine Ave, Powell River, British Columbia
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| <i>Artifact Acquisitions Policy</i> |
| Board Approval: August 16, 2021 |
| Revisions: |

Purpose

The purpose of this policy is to provide the criteria and process for acquiring artifacts for the permanent collection of the museum.

Guiding Principles

The Powell River Historical Museum and Archives Association, hereinafter referred to as the museum, adheres to the Ethics Guidelines (Canadian Museum Association, 2006)

The Vision, Mission and Mandates Policy guide the Artifact Acquisitions Directive.

Definitions

Unless otherwise noted, the following definitions are from the British Columbia Museum Association's Best Practices Glossary, 2005.

Artifact: A physical object produced, shaped, or adapted by human workmanship.

Conservation: A method of care for artifacts that ensures survival, often requiring skills of trained and qualified professionals.

Education Collection: Historic objects not accessioned as part of the permanent collection as they do not hold a relevant local story or duplicate where is already in the collection. These objects are maintained for interactive programming purposes.

Museum: described as "a non-profit, permanent institution in the service of society and its development, open to the public, which acquires, conserves, researches, communicates and exhibits the tangible and intangible heritage of humanity and its environment for the purposes of education, study and enjoyment." ICOM Statutes (International Council of Museums, 2007).

Permanent Collections: Artifacts and archival materials that have been identified as having enduring value. They form the museum and archival holdings acquired in accordance with the Artifact Acquisitions Directive and the Archival Acquisitions Directive.

Preventative Conservation: Non-intrusive actions taken to slow or stop deterioration and prevent damage to artifacts or specimens.

Provenance: When used in reference to an artifact, provenance is the history of the object and any known adaptations made to the artifact for a special purpose. It is also a fundamental principal of archives that

refers to the individual, family or organization that created or received the items in a collection and ensures information about the origins is provided.

Public Trust: described as an “obligation shared by the museum’s governing authority and its staff to serve the public interest. Trustees and staff are accountable to the public in all the museum’s activities.” (Standard Practices Handbook for Museums, Third Edition, Alberta Museums Association, 2014.)

Specimen: A natural object including rock, mineral, fossil, animal or plant material, as distinguished from an object made or modified by human actions (artifact).

Criteria for the Acquisition of Artifacts

1. Primary considerations for the acquisitions of artifacts:
 - a) Relevance to the geographic region as defined by the Vision, Mission and Mandates Policy
 - b) Relation to historic themes (See Appendix A)
 - c) Provenance
 - d) Originality and uniqueness
 - e) Storage capabilities
 - f) Condition and conservation requirements
2. The artifact should fit within at least one of the following historic themes (See Appendix A for a brief description of each theme):
 - a) First Nation of Powell River
 - b) Explorers and Metis
 - c) Homesteading in Powell River
 - d) Agriculture and the Development of the qathet Regional District
 - e) National Resource Development
 - f) Transportation and Communication in the qathet Regional District
 - g) Community Life
 - h) Powell River on the Global Stage
 - i) Inspired by the Region
 - j) Diversity
3. The artifact(s) being accepted should have a known provenance and/or story about them which contributes to the overall narrative of the area defined in the Vision, Mission and Mandates Policy and outlined in the regional map in Appendix B.
4. Due to space restrictions, the Museum will rarely accept more than one copy of a specific item.
5. The Museum will only accept donation that not fit the above-identified themes if the artifact is especially unique.
6. Before accepting any artifact, the senior member of museum staff should consider whether there is space to properly store and care for the artifact as it is being donated into the public trust. Large items,

such as furniture or equipment, can only be accepted if the objects can be preserved and storage safely in a facility owned and operated by the museum.

7. The senior staff person should carefully inspect the condition of any incoming donation for conservation concerns:
 - 7.1. If the artifact cannot be preserved or the expertise or funds needed to conserve the artifact are not available, it should not be accepted.
 - 7.2. If there are signs of mold or pests and the artifact cannot be isolated from the rest of the collection or the mold/pest problem is pervasive, the artifact should not be accepted as it poses a risk to the rest of the collection.

Appraisals and Tax Receipts

8. Tax Receipts can be issued for the value of donations accepted by the Museum.
 - 8.1. In-house appraisals on donations may not exceed \$1000.00 with the final amount agreed upon by both the donor and the Museum.
 - 8.2. If the donor believes that their donation exceeds the value of \$1000.00 and would like an outside opinion, the donor is responsible for costs associated with a professional appraisal.
 - 8.3. No tax receipt will be issued for more than \$1000.00 without official paperwork from a professional appraisal.
 - 8.4. A copy of documentation from the appraisal must be kept with the accession file in perpetuity.

Purchasing Artifacts

9. The museum and archives relies primarily on no-cost donation from members of the community. However, archival materials may be purchased if they are deemed to be of exceptional historical value to the geographic region as defined by the Vision, Mission and Mandates Policy.
 - 9.1. A Collections Committee may be convened if necessary.
 - 9.2. All records associated with the purchase should be included with the Donation of Gift form
10. In some circumstances, decision regarding possible acquisitions may be taken to the Collections Committee for recommendations and approvals. These circumstances include donation or purchases of potentially controversial nature, expensive purchases and acquisitions that require a significant outlay of resources. The Collections Committee is convened at the discretion of the senior staff person and will involve at least two Museum Board members.

Education Collection

11. The Powell River Historical Museum and Archives recognizes the value of using artifacts and specimens in public and school programs. These programs require objects that are classified as nonessential to the museum and can be operated or handled by staff, volunteers and the public. To fulfill this need, the museum has established an Education Collection.
 - 11.1. Artifacts or specimens designated as part of the Education Collection must meeting these criteria:

- a) They fulfill a program need,
 - b) They are expendable (e.g. a duplicate with no defined purpose or over representation in the collection),
 - c) They are safe to use and handle,
 - d) They do not contravene legislation (e.g. firearms).
- 11.2. The curatorial decision that leads to a designation of 'Education Collection' may result in a reduced level of care, documentation, conservation and restoration.
- 11.3. Staff will advise on the appropriate use of artifacts and/or specimens to the Education Collection.
- 11.4. Artifacts and specimens may be required specifically to the Education Collection by the senior staff person in consultation with at least another staff member.
- 11.5. Artifacts or specimens donated specifically for use in the Education Collection will be identified as such on the Gift Agreement.

Signature of Museum Board President: _____

Date: _____

Appendix A - Historic Themes

First Nations of the qathet Regional District

The foundational and continuing contributions of the First Nations people in the qathet Regional District are considered an integral part of the Museum's collection.

An agreement between the Tla'amin First Nation and the Powell River Historical Museum and Archives Association was entered into on January 22, 2007 for the temporary storage of Tla'amin cultural artifacts in the Powell River Museum. These cultural items belong to the Tla'amin First Nation and are not included in the Museum database or accessioned into the Museum's permanent collection.

This agreement is in effect until the opening of the Tla'amin Cultural Centre/Museum. A copy of this agreement is attached to this directive.

The Museum is committed to ensuring the First Nations' story in the qathet region is represented and has acquired other Indigenous objects donated to the Museum that are not covered by the terms of the Tla'amin First Nation agreement. The Museum may provide special access to holdings, loans, exhibits, and stewardship arrangements, replication of objects, and respectful storage and/or display of collections in accordance with the advice of the originating peoples (peoples from whom the collections came)

The Museum recognizes that the Tla'amin Nation has right of refusal to the reproduction or use of their materials, or materials relating to past and present individuals of the Nation. Researchers requesting to use records or images created by or relating to members of the Tla'amin Nation must receive approval from their Cultural Manager.

Explorers and Metis

This theme covers the arrival of early explorers and their impact on the area beginning in the late 1700s and continuing into the 1900s. The unique history of the Metis Nation and their contribution to the story of the qathet Regional District is considered an integral part of the Museum's acquisitions.

Homesteading in Powell River

This theme covers the pioneering spirit and the impact of the first Powell River settlers: prospectors, loggers, missionaries, surveyors and traders.

Agriculture and Regional District Development

This theme covers the contribution of geography towards shaping the growth of the community in the qathet Regional District. The theme explores the unique ecology that supported rich agricultural initiatives and spurred development of a thriving local economy that helped expand the town.

Natural Resource Development

This theme covers the development of a rich variety of natural resource industries such as forestry and logging in Powell River and region.

Transportation and Communication in the qathet Regional District

This theme covers the role of the qathet Regional District as a regional centre for transportation and communication as a result of access to the Powell River and an ideal location adjacent to the ocean.

Community Life

This theme covers the impact of festivals, celebrations, sports and other social activities in Powell River. It can also include the history of education, business development, health, and social service organizations, governance structures as well as the spiritual life of the residents in the region.

Inspired by the Region

This theme covers special projects and cultural spaces inspired by the region. It can include the creative work of artists, inventors or musicians, architectural features and a wide range of other cultural or artistic artifacts.

Diversity

This theme covers the particular contributions to the region from groups that are frequently under represented in historical records, such as women and diverse ethnic communities. Collaborative initiatives, inclusive collecting and respectful interpretation, are ways the Museum responds to the challenge of representing diversity.

Appendix B - Collection Area

The Museum collects for the qathet Regional District, the area outlined in red on the map, with the exception of Texada Island that has its own museum.

