

FULTZ CORNER RESTORATION SOCIETY

RESEARCH POLICY

1. INTRODUCTION

1.1 PURPOSE OF THE POLICY

The Fultz Corner Restoration Society's Research Policy sets the guidelines by which youth summer employees, volunteers, and the general public are able to access and use resources held in the Museum's collection. The intent of the policy is to set standards for professional and ethical use of these resources to ensure that the highest standards are in place. The Governance Committee should review this policy every two years.

1.2 RESPONSIBILITY

The ultimate responsibility of ensuring that Museum research is conducted in an ethical and professional manner lies with the Board of Directors. The Artifacts Committee, however is responsible for ensuring that all volunteers, youth summer employees and the general public involved in research, read the policies and procedures outlined in Chapter 2 of this document (and the development of archive policies and procedures), that the policies and procedures are followed, and all individuals involved in research of the Collection of archives and artifacts receive instruction on the proper handling of archives and artifacts.

2. RESEARCH PRIORITIES

2.1 COLLECTIONS AND EXHIBITION DEVELOPMENT

The Museum holds its collection in public trust. These objects and their associated records constitute a vital body of information that is relevant to the collecting mandate of the Museum. It is the responsibility of the Archives and Artifacts Committees to:

- 2.1.1. Ensure the rights of the individuals and donors are protected in accordance with the Freedom of Information and Protection of Privacy Act (FOIPOP).
- 2.1.2. Ensure that resources are used in an accurate manner.
- 2.1.3. When youth summer employees are involved, coordinate with the youth summer employee coordinator to assign and supervise collections research.
- 2.1.4. Research the archives and artifacts, and all materials that constitute the Collection.

- 2.1.5. Document and ensure safe storage of all information derived from research. For example, even the scraps of paper would be kept until all the information is compiled into a document, brochure, paper, etc. This would also ensure that the youth summer employee who does research, does not inadvertently take the research with them at the end of their contract.
- 2.1.6. Keep Museum volunteers and youth summer employees apprised of new findings.
- 2.1.7. Ensure research is publicly accessible through access to updated records, new exhibitions, new programs, updated website information, and publications.
- 2.1.8. Encourage the assistance of the general public to provide additional information on the objects in our collection that they may have identified on an onsite visit or online via www.NovaMuse.ca.

2.2. EDUCATION AND PUBLIC PROGRAMMING

The Museum will undertake research to support and develop current and evolving educational and public programs. This research will include investigations of both the Museum's collection and outside professional standards for program development (e.g. curriculum standards/alignment).

2.3 MUSEOLOGICAL RESEARCH

The Museum is a professional museum and research facility, and sets high professional standards to guide the conduct and activities of its youth summer employees and volunteers. The Museum actively contributes to the advancement of the museum profession through the implementation and advancement of new standards and directions in museum management and research.

The Museum should seek to maintain and advance its stature within the community and the museum profession, and so it will articulate its actions and processes to the public and museum community, and engage in museological research. Youth summer employees and volunteers are encouraged to present their findings to other youth summer employees, volunteers, Board of Directors, and other museum professionals throughout regional, provincial, and national forums. The youth summer employees and volunteers may engage in research in the following areas:

- Management/Administration
- Collections
- Programming
- Media, Marketing and Public Relations
- Exhibitions

2.4 COMMUNITY

The Museum will undertake research of the communities of Sackville, Beaver Bank/Kinsac, and Lucasville. The Museum will encourage the community to come forward with information they have and share with the Museum. Community research will enhance the story of the Museum's collection and provide the public with an enriched understanding of the community by researching:

2.4.1 The families who settled and developed the communities.

2.4.2. The daily life of the people in the community.

2.4.3 Cultural, economic, political and social developments/advancements.

3. PUBLIC USE OF RESOURCES FOR PERSONAL RESEARCH

As resources allow, the Museum's collection of archives and artifacts, records, and reference library are made accessible to the public, academics, museum professionals, and students for self-directed personal research projects provided the objects do not have restrictions or are not too fragile for research purposes. Information will be made publicly accessible without disclosing personal information about donors, in accordance with the FOIPOP, or information regarding appraisals. The Museum will maintain a balanced approach between the preservation of the collection and making it accessible to the public.

3.1 RESEARCH BY THE PUBLIC

At the discretion of the Artifact Committee, Archive Committee or the Youth Summer Employee Coordinator, personal research by the public will be carried out by the individual onsite.

3.1.1. Youth summer employee may be able to assist the individual dependent on Museum priorities, to be determined by the student coordinator.

3.1.2. Individuals may carry out their research during normal working hours.

3.1.3. In the event that research may cause a financial burden on the Museum, each event will be evaluated by the Board of Directors to determine if a donation for services will be requested.

3.1.4. During the off season the Board of Directors shall be informed of research requests and will determine the appropriate action to be taken.

- 3.1.5. During the period when youth summer staff are employed, the Youth Summer Employee Coordinator will be informed of research requests and determine the appropriate action to be taken.

The Museum must be credited in any publication, film or recording made in relation to the museum and its collection.

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