

FULTZ CORNER RESTORATION SOCIETY ARTIFACT COLLECTION MANAGEMENT POLICY

1. INTRODUCTION

1.1 MANDATE

The Fultz Corner Restoration Society is an incorporated society that operates the Fultz House Museum. The Society's mandate is to collect, preserve, research, documents and exhibit those objects that will best serve to illustrate the founding, settlement and development of the Sackville, Beaver Bank, Kinsac and Lucasville areas from the time of earliest settlement to present. These objects are identified as artifacts.

The Museum will collect only items of historical significance that contribute to the clearer understanding or interpretation of some former custom, activity, episode or personality and those items that depict the area in terms of daily life, natural resources, lumbering, farming, manufacturing, transportation, trade and industry. The extent of this contribution depends upon its physical character and condition and the nature of the historic period or episode with which it is associated and pertains to our community. The Museum will only collect objects it is able to protect, preserve, and incorporate with current or future exhibits.

1.2 MISSION

To collect, preserve, and present the history and interests of Sackville, Beaver Bank, Kinsac, and Lucasville areas.

1.3 PURPOSE OF THE POLICY

This Collection Management Policy provides standards and criteria for the selection, acquisition, preservation, use and documentation of artifacts in the Collection, and for loans, repatriation, deaccession and disposal if necessary. It considers past and current practice, professions and museological standards, legal and ethical obligations, collection management issues, and planning for the future. This policy helps the Museum fulfill its public trust, obligations through proper stewardship of its collection in order to maintain the Collection in perpetuity.

This policy provides the framework for *Acquisition Guidelines and Procedures* (Chapter 2.2), *Working Collection Guidelines and Procedures* (Chapter 2.3), *Artifact Loans Guidelines and Procedures* (Chapter 2.4) *Deaccession and Disposal Guidelines and Procedures* (Chapter 2.5), as well as *Research Policy* (Chapter 5.4). Collection management policies and procedures should be reviewed by the Artifacts Committee

every two years, and updates submitted to the Governance Committee. Throughout this policy and the accompanying procedure manuals the Fultz Corner Restoration Society and the Fultz House Museum will be referred to as “the Museum”.

1.4 RESPONSIBILITY

The Museum’s Board of Directors is ultimately responsible for the Collection, with the Artifacts Committee ensuring that collection management policies, guidelines, procedures, and standards are developed and implemented. It is the Artifact Committee’s responsibility to make certain that anyone who works with the Collection, i.e., volunteers and youth summer employees, are aware of, and follow the policies and procedures, adhering to the *Canadian Museums Association (CMA) Ethics Guidelines (2006)* (Appendix 2-A) as well as the *Fultz Corner Restoration Society Ethical Guidelines* (Chapter 1.6).

1.5 SCOPE OF THE COLLECTION

The Museum’s collection consists of artifacts of historical significance that contribute to a clearer understanding or interpretation of development of the Sackville, Beaver Bank, Kinsac, and Lucasville areas.

2. ACQUISITION

2.1 DEFINITION

Acquisition is the formal process of obtaining permanent legal title of an object through purchase, donation, or bequest by transferring legal ownership from the vendor or donor to the Museum.

2.2 AUTHORIZATION

Acquisitions are ultimately the responsibility of the Artifacts Committee. The Artifact Committee must ensure the appropriate documentation is available to make an informed decision to acquire or reject the potential acquisition.

Acquisitions shall be submitted to the Board of Directors for approval if they are purchases, potentially controversial in nature (i.e., through related entities or events), or require significant outlay of resources (i.e., storage space, treatment, etc.).

2.3 CRITERIA

Acquisition to the Museum’s Collection is made with the stewardship of the Collection in mind; an object is acquired with the intention that it shall permanently remain in the Collection and not with the purpose of eventual disposal. Before completing an acquisition, the Museum must make every effort to determine and document legal ownership from the potential donor or vendor. To maintain the stewardship of the

Collection, the Museum accepts objects for acquisition with both short and long-term objectives of the Collection in mind. Some acquisitions may be made for educational purposes as part of the “Working Collection”, but these objects may be subject to reduced levels of care and documentation (see Section 5.4 of this Chapter). The Artifact Committee will seek to build on strengths and address weaknesses of the Collection while adhering to the Mission of the Museum. This is accomplished by complying with the following criteria:

- 2.3.1. Relevance to the Museum’s Mission statement or collection mandate.
- 2.3.2. Significance as it relates to former custom, activity, episode, or personality, and those items that depict the area in terms of natural resources, lumbering, farming, manufacturing, transportation, trade and industry.
- 2.3.3. Oral or written documentation to support ownership, authenticity, study, and use.
- 2.3.4. Compliance with applicable legislation (i.e. Firearms Act, Special Places Protection Act).
- 2.3.5. Compliance with CMA’s *Ethics Guideline (2006)*(Appendix 2-A).
- 2.3.6. Availability of human and financial resources to acquire, document, preserve, store, and exhibit the artifact in existing facilities.
- 2.3.7. Opportunities for use, exhibition, research, and other program requirements (prevent accepting objects of no future use to the Collection).
- 2.3.8. Physical condition.
- 2.3.9. Cultural sensitivity.
- 2.3.10. The object is not hazardous either to Museum personnel and general public or to the condition of other artifacts (contamination).
- 2.3.11. Absence of restrictions by donor on use or disposal.

2.4 METHODS

- 2.4.1. Gift - Involves an object’s legal title being voluntarily transferred to the Museum by a donor. The Artifacts Committee members are unable to deliberate over potential artifacts with which they have a direct connection (arms length). A completed *Gift Agreement* (Appendix 2-B) is the legal documentation of acquisition and must be kept with the object’s file.

- 2.4.2. Bequest - Involves an object's legal title being transferred to the Museum by a donor as part of a legal Will. In order for a donor to bequeath a potential artifact to the Museum, (s)he must include the intention in a legal Will. After Probate has been completed the Museum is able to claim an object. The Museum is not obligated to accept bequeathed objects and the Artifact Committee may reject the offer. If the Committee determines the bequest does not fit the Museum's Collection Mandate, the Board of Directors can apply to the Court or the executors to have the Will amended. The relevant portion of the Will is the legal documentation of acquisition and must be kept with the object's file. When possible a *Gift Agreement* (Appendix 2-B) will be completed by the executor, however, if the estate requests a tax receipt, the executor must complete a *Gift Agreement*. The Artifacts Committee members are unable to deliberate over potential artifacts with which they have a direct connection (arms length). A copy of the tax receipt (with the Accession # noted on it) will be placed on the objects master paper file.
- 2.4.3. Purchase - Involves an object's legal title being transferred to the Museum from a vendor in exchange for an agreed price. The purchase of objects from youth summer employees, volunteers, Board of Directors or membership, is subject to unanimous approval from the entire Board of Directors. The bill of sale is the legal documentation of acquisition and must be kept with the object's file. Purchases must comply with the CMA's *Ethics Guidelines* (Appendix 2-A).
- 2.4.4. Field Collecting - Is the practice of actively gathering field specimens, natural or cultural, from their native environment for inclusion in the Museum's Collection. Gaining legal title requires proper permits or licenses for collecting specific materials. These documents are the legal documentation of acquisition and must be kept with the object's file.

2.5 ETHICAL GUIDELINES

When making an acquisition, the Museum shall comply with the ethical codes prescribed in the CMA's *Ethics Guidelines* (2006) (Appendix 2-A) that regulate the museum profession. Specifically, these guidelines pertain primarily to the Museum's public trust responsibilities and potential conflict of interest between the Museum and its trustees.

- 2.5.1. The Museum shall only acquire material that it can properly document, preserve, and exhibit.
- 2.5.2. In any case where a conflict of interest develops between the needs of the Museum and an individual Board member, youth summer employee, or

volunteer, the interests of the Museum will prevail. This includes any personal collecting by Museum trustees.

2.5.3. The Museum shall not deliberately or misleadingly identify or value an object to the benefit of the Museum and the detriment of the donor in order to acquire it for the Museum's collection.

2.5.4. The Museum shall guard against directly or indirectly participating in the illegal traffic of cultural or natural objects. This may include objects that have been stolen, illegally imported/exported, or illegally collected in the field (see Special Places Protection Act).

2.5.5. The Museum, its Board of Directors, and members shall not participate in the dealing (buying or selling for profit) of any objects similar or related to the objects collected by the Museum for use in its collection.

3. DOCUMENTATION AND RECORDS MANAGEMENT

Proper records management is central to any effectively maintained collection. The Museum shall create meticulous documentation that promotes the purpose of the Collection and conforms to the standards of Canadian Museum Association (CMA). Documentation shall be initiated on objects in a timely manner, in accordance with *Acquisition Guidelines and Procedures* (Chapter 2.2). Objects shall be given an accession number prior to inclusion in the Collection.

3.1 The documentation generated shall be a permanent, official record for each artifact in the Collection.

3.1.1. An artifact's master paper file shall include documentation proving the Museum's legal title (i.e., *Gift Agreement* (Appendix 2-B), Will, Bill of Sale, permits or licenses), completed *Accession Form* (Appendix 2-C), completed *Condition Report* (Appendix 2-D), and other documentation pertaining to the artifact.

3.1.2. An artifact shall have an electronic file on the Collective Access database identified by the accession number. The electronic file fields shall at a minimum match the information on the *Accession Form* (Appendix 2-C) and contain photograph(s) of the object.

3.1.3 All new artifacts will have their documentation stored in the master paper file also scanned and saved on Collective Access in accordance with *Master File Digitization Procedure* (Chapter 2.7). In 2019 a project was started to digitize all existing master paper files. This project will also follow the *Master File Digitization Procedure* (Chapter 2.7).

- 3.2 Documentation is the responsibility of the Artifacts Committee who will work with the Museum youth summer employees and volunteers to complete records as required.

4. CARE AND PRESERVATION

4.1 DEFINITION

Care and Preservation is the effect of all actions performed to maintain and stabilize the condition of artifacts in the Collection in order to pass them along to future generations. It can include conservation treatments and preventive conservation; as well as, any action that has direct effects on the physical well being of the Collection, such as safe and proper storage, handling, and exhibition techniques.

- 4.2 The Museum recognizes that its Collection is held in the public trust. As such, the Artifacts Committee shall ensure that youth summer employees and volunteers who have physical access to the Collection are trained in, and use appropriate care and handling.
- 4.3 Youth summer employees and volunteers shall strive to maintain artifacts and collection records in an environment conducive to preservation. The Artifacts Committee shall ensure that the Collection is inspected on a regular basis and *Condition Reports* (Appendix 2-D) are completed as needed. Any youth summer employee or volunteer who discovers a preservation problem or damage to an artifact must document and report it immediately and identifying the source if possible (i.e. leaking window causing damage to artifact).
- 4.4 Youth summer employees and volunteers are responsible for maintaining the security of the Collection, immediately documenting and reporting any confirmed loss or breach of security to the Artifacts Committee, who shall report it to the Board of Directors.
- 4.5 The Artifacts Committee shall ensure that artifacts having the potential to be hazardous to the public, Museum youth summer employees, volunteers, the environment, or the Collection will be properly handled and stored. All safety regulations (e.g. OHS, WHMIS) must be followed.
- 4.6. In the event of an emergency, the Museum's *Emergency and Disaster Preparedness Plan* (Chapter 3.8) shall be put into practice. Copies will be kept at the following locations and the Plan reviewed every five years:

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| Copies Held Off-Site | <ul style="list-style-type: none"> - President (1) - Designated Museum Authority - Property Manager (1) - Artifact Committee Chair (1) - Archive Committee Chair (1) - Youth Summer Employee Coordinator (1) |
| Copies Held On-Site | <ul style="list-style-type: none"> - Policy & Procedures Manual (1) - Bulletin Board - Kitchen - Basement Level (1) - Summer Kitchen under the security keypad (1) - Cooperage Building (1) - Blacksmith Shop (1) - Gift Shop (1) - Building 17 (1) - Carriage House (1) - Secured in Museum's safe - Google drive |

5. ACCESS AND USE

- 5.1 The Museum shall maintain a balanced approach between the preservation of the Collection and making it accessible to the public. Access to the Collection is provided through exhibition (permanent, temporary, travelling, and virtual), programs, events, publications, collection records, research files, and consultation with artifact volunteers.
- 5.2 The level of access to the Collection by youth summer employees and volunteers shall be determined by the Artifacts Committee. All youth summer employees and volunteers who handle artifacts must be appropriately trained and supervised.
- 5.3 The Museum will allow limited and supervised access to the Collection by the public. Access to, and use of the Collection is at the discretion of the Artifacts Committee and is generally provided to any persons demonstrating a need.
 - 5.3.1 The *Research Policy* (Chapter 5.4) should be reviewed for information regarding researcher's access and use of the Collection.
- 5.4 Artifacts used in educational programming are considered part of a "Working Collection", which requires them to be handled or operated by youth summer employees, volunteers or the public. Being part of the Working Collection may result in a reduced level of care, documentation, conservation, and restoration. All attempts to maintain preservation shall be made. Refer to *Working Collection Guidelines and Procedures* (Chapter 2.3) for details.

- 5.4.1. Artifacts may be acquired specifically for use within the Working Collection or may be transferred from the permanent Collection. The decision to transfer an artifact is determined by the Artifacts Committee and must gain final approval from the Society Board of Directors.
- 5.4.2. Artifacts in the Working Collection must fulfill an appropriate program need, be expendable (i.e., a duplicate, or overrepresented in the permanent Collection), but be safe to use, and not contravene legislation (i.e., firearms).
- 5.4.3. The rationale for transferring an artifact from the permanent Collection must be clearly documented. All artifacts acquired for use in the Working Collection must be registered and catalogued in accordance with Museum Standards. All artifacts within the Working Collection must be clearly labeled as such.

6. LOANS

6.1 DEFINITION

Loans are artifacts temporarily released from the Museum's Collection to another organization, or temporarily borrowed by the Museum from an organization or individual. There is no change of ownership between the Museum and other institution or individuals.

Refer to *Artifact Loan Guidelines and Procedures* (Chapter 2.4) for details on the loan process.

6.2 LOANS INTO THE MUSEUM

The Museum may borrow artifacts from institutions or individuals for exhibitions, study, or other purposes consistent with the mandate of the Museum's Mission Statement.

- 6.2.1. Before completing a loan the Museum must make every effort to determine and document legal ownership. An *Incoming Loan Agreement* (Appendix 2-E) shall be completed between the Museum and the lender. This documentation shall be kept in perpetuity.
- 6.2.2. The Museum shall provide the same level of care and security for artifacts on loan to the Museum as it does for those in its own Permanent Collection. Treatments will not be completed on the borrowed artifacts without prior written consent.

- 6.2.3. When the Museum borrows artifacts from institutions, it will follow the procedures prescribed by the lending institution. When the Museum borrows artifacts from an individual, or institution, without lending procedures, it will follow the procedures of Fultz House Museum.
- 6.2.4. The Museum shall complete a *Condition Report* (Appendix 2-D) for each artifact upon its arrival at the Museum.
- 6.2.5 The lender will be made aware at the time of loan that the Museum does not carry insurance coverage on loaned artifacts.
- 6.2.6 The Museum shall not maintain permanent loans. Unless renewed, a loan shall remain with the Museum for a maximum of one year. A loan may be renewed for an additional one year only.

6.3 LOANS OUT OF THE MUSEUM

Loans from the Museum Collection shall be evaluated on a case-to-case basis by the Board of Directors but normally loans would only be authorized to other Museums. The purpose of the loan must be consistent with the interests of the Museum, and not pose any undue risks to the artifacts being lent.

- 6.3.1. Prior to completing a loan, the Museum must ensure that the borrowing institution is able to provide care in keeping with its standards. An *Outgoing Loan Agreement* (Appendix 2-F) must be completed between the Museum and the borrower. This documentation shall be kept in perpetuity.
- 6.3.2. The Museum shall complete a *Condition Report* (Appendix 2-D) before the artifacts are placed on loan and when they are returned from the borrowing institution.
- 6.3.3. A loan shall remain with the borrowing institution for a period no longer than one year. The loan may be renewed for an additional one year only.
- 6.3.4. The Museum reserves the right not to lend artifacts.

7. INSURANCE

7.1 DEFINITION

Insurance is a practice or arrangement by which a company or government agency provides a guarantee of compensation for specified loss, damage, illness, or death in return for payment of a premium.

7.2 The Museum has insurance for commercial property general liability, building replacement, office equipment, and tractor. There is no insurance on the Collection.

7.3 Permanent and loaned artifacts at the Museum are not covered by the Museum's insurance policy. When an item is loaned to the Museum, the loaner shall sign the *Incoming Loan Agreement* (Appendix 2-E) acknowledging that the object is not covered by the Museum's insurance policy. This record shall be kept in perpetuity.

8. DEACCESSION

8.1 DEFINITION

Deaccessioning is the formal process of permanently removing an accessioned artifact from the Museum's Collection.

8.2 AUTHORIZATION

The deaccessioning of artifacts is dealt with in a case-by-case manner, and will be recommended by the Artifacts Committee and require the subsequent approval of the Board of Directors.

8.3 CRITERIA

The Museum considers stewardship of its Collection to be a critical responsibility, a duty that is reinforced by the public trust placed in the institution. Artifacts, which are accepted into the Collection, are done so with the intention that they shall remain in the Museum. There are; however, occasions that require that artifacts be removed permanently from the Collection. The following list outlines acceptable circumstances for deaccessioning an artifact.

8.3.1. An artifact does not comply with the Museum's Mission Statement.

8.3.2. An artifact has been reclaimed by its legal owner (upon providing appropriate documentation).

8.3.3. An artifact has been requested for repatriation by a First Nations group or other community group.

8.3.4. An artifact has deteriorated beyond repair or the costs of conservation outweigh the value to the Collection.

8.3.5. The Museum can no longer meet the necessary preservation or storage requirements for an artifact.

8.3.6. An artifact is hazardous either to the Museum personnel and general public or to the condition of other artifacts.

8.3.7. An artifact will be better utilized in another institution's collection.

8.3.8. An artifact is a duplicate, fake, or forgery.

8.3.9. An artifact has a fraudulent, illegal, or unethical provenance.

8.3.10. An artifact has been stolen, lost, or destroyed.

8.4 RESTRICTIONS

8.4.1. The Museum must have legal title to the artifact or, in the case of poorly or undocumented material, be able to demonstrate that it has made a serious, diligent, and documented investigation to determine ownership.

8.4.2. Preconditions imposed on gifts or bequests may prevent an artifact from being deaccessioned.

8.4.3. All deaccessions must comply with the CMA's *Ethics Guidelines* (Appendix 2-A).

8.4.4. All deaccessions must comply with any legal and legislative restrictions on the artifact (i.e. certified as being of national importance under the Cultural Property Review Board).

8.4.5. An artifact will not be deaccessioned at the request of a donor or seller.

8.5 PROCESS

The decision to deaccession an artifact requires careful consideration and planning. The process to deaccession an artifact must be clear and transparent. Further, clear documentation of deaccessioning and subsequent disposal is paramount. The *Deaccession and Disposal Guidelines and Procedures (Chapter 2.3)* outlines the process for deaccession.

9. DISPOSAL

9.1 DEFINITION

Disposal is the physical removal of an object(s) from the Museum by the process decided upon by the Board of Directors, following deaccessioning

9.2 CRITERIA FOR DISPOSAL

- 9.2.1. The Museum must have legal title to the object and be free from legal and legislative obligations requiring the object's continued existence.
- 9.2.2. The Museum must not expect that the object will be requested for return or repatriation in the future.
- 9.2.3. Prior to disposing of objects, contact Canada Revenue Agency (CRA) to ensure their guidelines are met.
- 9.2.4. When disposing of culturally sensitive objects, the appropriate group must be contacted to obtain direction on how to properly dispose the culturally sensitive object.

9.3 NOTIFICATION

The Museum shall make public its intention to dispose of object(s) from the Collection at least three months in advance, using the appropriate media. As a courtesy, the Museum shall make every effort to notify relevant donors and/or living artists about disposal.

9.4 METHODS

As per the CMA's *Ethics Guidelines* (Appendix 2-A), it is preferable that an object remains in the public domain. Objects with a regional or Provincial importance should remain in their relevant locale. Thus the Museum shall examine opportunities to transfer, exchange, or sell the object to other museums prior to private individuals or commercial entities. A public institution that expresses interest in receiving the object should demonstrate the ability to provide appropriate care and public access.

As a courtesy, the Museum shall offer living artists the first right to refuse reacquisition of their earlier works through sale at a fair market price following an appraisal.

- 9.4.1. Donation - The Museum will transfer legal title of an object to another public institution through a *Gift Agreement* (Appendix 2-B).
- 9.4.2. Sale - If there is no public institution willing to accept a deaccessioned object, it can be offered for public sale through public auction. Museum Board of Directors, membership, staff, other volunteers, and their families cannot purchase deaccessioned items at public auction. Sales must comply with the CMA's *Ethics Guidelines* (Appendix 2-A). Funds obtained from the sale of a deaccessioned object shall be allocated towards collections costs, either acquisitions or for services directly related to collections care. Funds shall not be allocated to operating or capital costs.

The Museum shall recognize and credit donors when funds obtained from the disposal sale of their original gift are used to acquire new objects.

9.4.3. Destruction - An object which is in such poor physical condition that it cannot be restored or conserved and is no longer useful for study or teaching purposes may be destroyed, as may an object which is hazardous to the staff, public, or collection. Two people will witness this object being permanently destroyed in a safe manner and such that reconstruction is impossible.

9.5 PROCESS

The process for disposal is outlined in the *Deaccession and Disposal Guidelines and Procedures* (Chapter 2.5). Clear documentation of the disposal of an artifact must be maintained and kept in the artifact's file in perpetuity.

NOTE: In the event that the Museum must close, the deaccession process would be followed, and every attempt would be made to gift the artifacts to another museum(s). The Association of Nova Scotia Museums and Canada Revenue Agency shall be contacted to ensure that all legal and ethical requirements are met

10. REPATRIATION

10.1 DEFINITION

Repatriation may be defined as “recognizing people’s stake in their heritage which, in practice, can mean such things as negotiated return of objects and related cultural materials, and/or sharing authority and responsibility for care and interpretation of collections in the Museum”.

10.2. The Museum may repatriate objects in accordance with the principles and guidelines stated in the Canadian Museums Association’s *Ethics Guidelines* (Appendix 2-A), and in other publications (i.e. Canadian Archaeological Association’s *Statement for Ethical Conduct Pertaining to Aboriginal Peoples*).

10.3. All requests for repatriation will be dealt with on a case-by case basis, and will be approached with respect and sensitivity.

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